

# Working for NHS Lothian

Consultant in Restorative Dentistry (6 x PA, Substantive)

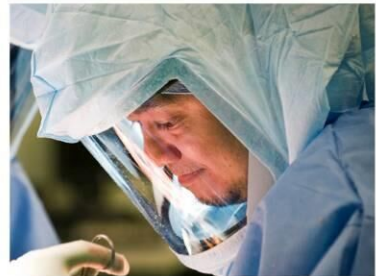
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Interview date: 05/08/2024



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

**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.**

## Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE	How Assessed
<b>Qualifications and Training</b>	<p>Full registration with the United Kingdom General Dental Council (GDC)</p> <p>On the GDC Specialist register in Restorative Dentistry or within 6-months of eligibility for inclusion</p> <p>Possession of Certificate of Accreditation or A CCST or eligibility for CCST in Restorative Dentistry</p>	<p>Intercollegiate Specialty Fellowship Exit Examination in Restorative Dentistry or equivalent</p> <p>Fellowship in Dental Surgery or Membership of one of the Faculties of Dental Surgery or equivalent</p> <p>Additional post-graduate qualifications, e.g. MD/ PhD/MSc</p> <p>Additional sub-specialty training</p>	CV, interview & Documentation
<b>Experience</b>	<p>Successful completion of a 5-year minimum training programme in Restorative Dentistry, or within 6 months of completion of such training,</p> <p>Specific experience in the multi-disciplinary management of head and neck cancer patients</p>	Experience using digital workflow pathways	CV, interview & Documentation
<b>Ability</b>	<p>Ability to take full responsibility for independent management of patients</p> <p>Ability to communicate effectively and clearly with patients and other team members</p>	<p>Evidence of the application of ingenuity.</p> <p>Mastery of IT and the use of digital dentistry technologies.</p>	Interview
<b>Academic Achievements</b>	<p>Ability to appraise scientific literature</p> <p>Evidence of research activity and presentations</p> <p>Evidence of poster or oral presentations at national or international meetings</p>	<p>Higher degree either taught masters or masters or doctorate by research</p> <p>Evidence of research and publications in peer reviewed journals</p> <p>research</p>	CV & Documentation
<b>Teaching and Audit</b>	<p>Evidence of commitment to:</p> <p>Quality improvement activity</p> <p>formal and informal</p>	<p>Experience of simulation training</p> <p>Evidence of training in clinical and / or educational supervision</p>	CV & Documentation

	teaching and training of specialty trainee dentists, dental students, and other clinical staff  Personal learning and continuing professional development	Formal educational qualification  Experience in delivery of didactic teaching	
<b>Motivation</b>	Evidence of commitment to:  Patient-focused care  Continuous professional development and life-long learning  Effective and efficient use of resources  Developing and improving services to meet changing healthcare demands	Desire to develop services for patients  ability to embrace and adapt to change and support colleagues / institutions to do so  Motivation to develop and encourage training dental professionals	CV, Interview & Documentation
<b>Team Working</b>	Ability to work in a team with colleagues in own and other disciplines  Ability to organise time efficiently and effectively  Reliable and good time management  Excellent communication and interpersonal skills	Ability to motivate colleagues  Evidence of managerial training and experience	Interview and documentation
<b>Circumstances of Job</b>	May be required to work at any of NHS Lothian's sites		

#### Footnote

The professional qualifications and training requirements listed apply to individuals who are currently undertaking training to consultant level or have completed specialist training within the last few years. Existing consultants and other individuals, who have gained entry to the specialist list during the mediated entry period, will not be expected to hold all or any of these professional qualifications and might not have followed the established training pathway, which is why the term 'or equivalent' is used. Current holders of an NHS or Honorary Consultant Contract in Restorative Dentistry are eligible for short-listing

## Section 2: Introduction to Appointment

**Job Title: Consultant in Restorative Dentistry**

**Department: Oral Health Service**

**Base: Edinburgh Dental Institute, Lauriston Building**

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

### **Post Summary:**

This 6 PA Consultant post offers an opportunity for the appointee to be an integral member of the Restorative Dentistry team based at Edinburgh Dental Institute (EDI) and will work very closely with the Head & Neck (H&N) oncology team based at St. John's Hospital (SJH) Livingston and the Western General Hospital. In addition, they will work closely with the Special Care Dentistry Team within the Public Dental Service to deliver holistic treatment for patients with H&N cancer.

The postholder will work collaboratively alongside another Consultant in Restorative Dentistry within the H&N oncology service. This service is supported by a dedicated full-time secretary, a dental therapist, and benefits from dedicated technical support provided by laboratories in the EDI and SJH. The post-holder will play a significant role in developing and supporting Restorative Dentistry services within the HNC team and will build links across the Oral Health Service (OHS) and wider NHS Lothian.

The postholder will be expected to work closely with colleagues to deliver excellence in clinical care, teaching and research and be involved in quality improvement activity and training of junior hospital staff.

## Section 3: Departmental and Directorate Information

### NHS Lothian

NHS Lothian was created on 1 April 2004 following dissolution of 3 Trusts; Lothian University Hospitals Trust, Lothian Primary Care Trust, and West Lothian Trust. Mr Calum Campbell is Chief Executive and Miss Tracey Gillies is Medical Director.

NHS Lothian serves a population of 800,000 and has two operating divisions;

- University Hospitals Division
- Community Health Partnerships

#### University Hospitals Division

The University Hospitals Division provides a full range of secondary and tertiary clinical services to the populations of Edinburgh, Midlothian, East Lothian, and West Lothian. 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

The Royal Hospital for Sick Children, Edinburgh

St John's Hospital

Edinburgh Dental Institute  
Royal Victoria Hospital  
Liberton Hospital  
The Princess Alexandra Eye Pavilion

More details can be found here:  
[NHS Lothian – NHS Lothian](#)



The **Royal Infirmary (RIE)** is a recently built, major teaching hospital on a green field site in the South East of the city of Edinburgh (Little France). 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 Medical, and the following surgical, specialities:

General  
Vascular  
Hepato-biliary and Transplant  
Cardiac and Thoracic  
Elective Orthopaedics  
Orthopaedic Trauma  
Obstetrics & Gynaecology

The most recent units to be opened on the Little France site are the Royal Hospital for Children and Young People (RHCYP) and a new Neurosciences unit bringing together Neurology, Neuro-investigation, and Neurosurgery on one site as the Department of Clinical Neurosciences (DCN). This is a tertiary referral centre with a catchment area extending up the East coast of Scotland. The casemix includes acute brain trauma, neurovascular, neuro-oncology, spinal surgery, and interventional radiology.

**The Western General Hospital (WGH)** has approximately 600 beds with the following specialities represented:

#### **Surgical**

Neurosurgery  
Colorectal Surgery  
Urology and Scottish Lithotripter Centre  
Breast Surgery  
ENT Surgery

#### **Medical**

General Medicine  
Gastro-Intestinal  
Neurology  
Endocrine and metabolic  
Cardiology  
Respiratory  
Rheumatology  
Infectious Diseases

Haematology Oncology  
Medical Oncology  
Radiation Oncology  
Inpatient Dermatology (Dermatology outpatients are seen in the Lauriston Building, collocated with EDI)

There is an Acute Receiving Unit, which accepts GP referrals and 999 ambulance medical cases on a zoned basis within the city, and a nurse led Minor Injuries Unit. There is no trauma unit at this hospital.

The hospital is currently housed in a mix of accommodation ranging from 19<sup>th</sup> century to the present. An extensive treasury funded redevelopment was completed with the opening of the £40m Anne Ferguson Building in August 2001. This houses medical and surgical wards, main and day case theatres, high dependency unit, cardiology, endoscopy suite and the Scottish Lithotripter Centre. ENT Surgery is carried out in an older theatre complex, and the service is planned to move out to St John's Hospital soon.

The five main theatres have been finished to a high standard and benefit from natural light. Medical gases including air are supplied from pendants. There has been a substantial upgrade in medical equipment with all theatres having uniform modern equipment.

**St John's Hospital (SJH) opened** in 1989 and is in the centre of Livingston, a new town about 30 minutes' drive from Edinburgh. Services provided include:

General Medicine with specialists in Cardiology, Diabetes & Endocrinology,  
Gastroenterology, Respiratory Medicine, and Care of the Elderly

Obstetrics & Gynaecology

Child Health including Paediatrics and community child health

The regional Burns and Plastic Surgery unit for SE Scotland

Oral and Maxillofacial Surgery

ENT

Critical Care (ITU, HDU and CCU)

Accident and Emergency

General Surgery

Orthopaedics

Anaesthetics

Mental Health including ICCU and ICPU

SJH has been developed as the major elective centre for the region. Plans are also progressing to relocate all of Lothian's ENT services to SJH to co-locate with OMFS and Plastic Surgery to create an integrated head and neck unit. Recent developments at SJH include a new endoscopy suite, an Intensive Psychiatric Care Unit, a digital mammography unit, an oncology (cancer care) day centre, a satellite renal dialysis unit and a £2.75m re-provision of A&E. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, Ultrasound and NM). The hospital has recently been afforded full teaching hospital status by the University of Edinburgh.

### **Health Social Care Partnerships**

There are four Health and Social Care Partnerships (HSCP) serving the population of the Lothians in Edinburgh, Midlothian, East Lothian and West Lothian. The four HSCPs are coterminous with Edinburgh, Midlothian, East Lothian and West Lothian Councils bringing together those responsible for planning, managing and providing community-based health services for the population of Edinburgh and the Lothians in their respective Integration Joint Boards. The range of services includes comprehensive mental health, learning disabilities, care of the elderly, medical rehabilitation, district nursing and health visiting, family planning, well woman, breast screening, comprehensive dental care and those provided by Allied Health Professions, such as occupational therapy. Specialist services provided include brain

injury rehabilitation, bioengineering and prosthetics, drugs and alcohol misuse and harm reduction, AIDS/HIV and Children and Family Psychiatric Services.

**The University of Edinburgh** has been instrumental in shaping history for over 400 years. An exciting, vibrant, research-led academic community, they offer opportunities to work with leading international academics whose visions are shaping tomorrow's world. The 22 Schools spread across 3 Colleges, offer over 350 undergraduate and 160 postgraduate courses to around just under 30,000 students each year.

The University's academic staff lead the world in a range of disciplines and in the latest Research Assessment Exercise, many areas of the University scored ratings of 3\* or 4\* highlighting our place at the forefront of international research.

Support roles are also critical to the success of the University and enable the maintenance of their world class reputation and facilities for teaching and research as well as supporting the on-going commitment to the student experience. The University is located on several campuses, Social Sciences being in the Central area around George Square, the College of Art and Old College. Science and Engineering is at the King's Buildings campus, with Medicine at Little France and the Western General Hospital, and Veterinary Science at Easter Bush.

The College of Medicine and Veterinary Medicine traces its origins back 500 years (Darwin, Simpson and Conan Doyle were students here) and is internationally renowned for its research and teaching. Headed by Professor Sir John Savill, the only conjoint Medical and Veterinary Medical School in the UK employs over 2200 academic and support staff within the College and the four Schools; Biomedical Sciences, Clinical Sciences and Community Health, Molecular and Clinical Medicine and Royal (Dick) School of Veterinary Studies,

The undergraduate medicine teaching programme in the College enjoys a very high reputation nationally and internationally, with over 1,300 students enrolled on the MBChB and Intercollegiate courses and 1000 on the Veterinary Sciences BVM&S and related programmes. In addition, approximately 2000 students are currently enrolled in the College's taught and research post-graduate courses, including an extensive range of online distance learning diplomas and degrees. They are trained by over 1000 outstanding academic staff. Details of PhDs, research programmes and studentships are available through the major interdisciplinary research institutes and centres

The academic disciplines within Medicine are concentrated in the two teaching hospital campuses in Edinburgh, the New Royal Infirmary at Little France and the Western General Hospital. Both have extensive new infrastructure with major new research institutes and state of the art research facilities on clinical sites. Edinburgh hosts several prestigious MRC and BHF Research Centres. The approach is interdisciplinary, with basic and clinical researchers working together at the laboratory bench and in our clinical research facilities to address major themes in basic, clinical and translational medicine.

The School of Clinical Sciences and Community Health (Head, Professor Hilary Critchley) has an international reputation in clinical- and community-based research through the combination of basic, clinical and translational science and epidemiological studies, and as a part of the College of Medicine and Veterinary Medicine, offers unparalleled opportunities for groundbreaking interdisciplinary research in the bio-medical sciences.

The school comprises five interdisciplinary Research Centres: The University of Edinburgh/BHF Centre for Cardiovascular Sciences, the MRC Centre for Inflammation Research, the MRC Centre for Regenerative Medicine, the Centre for Population Health Sciences, the MRC Centre for Reproductive Health; plus, a Division of Health Sciences incorporating seven clinical specialties and the Post Graduate Dental Institute.

Clinical Sciences and Community Health employs around 600 members of academic and support staff and has over 550 Honorary members who contribute significantly to teaching and research. The school is a major contributor to the undergraduate MBChB curriculum and has approximately 800 registered post graduate students studying a range of PhD, MD, taught and research MSc and on-line distance learning programmes. The school can be found at the Little France site, the Royal Hospital for Children and Young People, the Lauriston Building, Lauriston Place and in the Medical Quad, Teviot Place.

### Oral Health Service

The Oral Health Service (OHS) was formed in 2016 with an amalgamation of the NHS Lothian (NHSL) Public Dental Service (PDS) and the consultant-led secondary and tertiary care referral services based in the Lauriston Building as Edinburgh Dental Institute (EDI).

The OHS delivers specialised and specialist oral health care, leads oral health improvement for the population of Edinburgh and the Lothians and provides excellent training for oral health professionals for the future.

The mission of the Oral Health Service is to

**“Provide specialised and specialist care to the population of NHS Lothian in support of the general dental services.”**

The OHS aims to:

- improve oral health and reduce inequalities in the population of Edinburgh and the Lothians
- provide a service that supports and complements the General Dental Services underpinned by shared working between all professional and support structures in the current services.
- enable equitable access of the entire population to specialised primary and secondary care NHS dental services including unscheduled dental care.
- develop the quality, effectiveness and efficiency of specialised and specialist dental services, including population-based health improvement programmes, to improve oral health in the Lothians.
- deliver a service that is patient focused with high quality consultant and specialist led care by a workforce with the appropriate skills and training.

### **NHS Leadership**

Managerially, the Oral Health Service lies in NHS Lothian's Primary Care Directorate. Jenny Long is the Director of Primary Care and has Board level responsibility for dentistry across NHSL.

Graeme Wright is the Clinical Director of the NHSL Oral Health Service and is also the Professional Director of Dentistry for NHSL.

There are 24,000 staff employed throughout the NHSL and community services.

In addition, there are approximately 1,000 independent contractors in General Medical and Dental Practice, as well as pharmacists and opticians

## **The Edinburgh Dental Institute**

The Edinburgh Dental Institute (EDI) is the base for consultant led care in Restorative Dentistry in Lothian and opened in November 1997 on the Lauriston site. It is in the Lauriston Building with staff and patients benefiting from facilities on the second, third and fourth floors.

The Institute is in central Edinburgh and is readily accessible by train, bus and car, being 15 minutes' walk from both Waverley (Princes Street) and Haymarket stations.

The Dental Institute provides all aspects of specialist dental treatment and forms the clinical focus for the Dental Institute of the College of Medicine and Veterinary Medicine of the University of Edinburgh. The Dental Institute offers opportunities for research and education for all members of the Dental Team. 3-year, full-time clinical Doctoral degrees are available in Endodontics, Orthodontics, Paediatric Dentistry and Prosthodontics, alongside a distance learning MSc in Restorative Dentistry. In addition, the Institute offers opportunities for research and education for all members of the Dental Team. Also, the Institute hosts an Undergraduate Hygiene Therapy (BSc OHS) training programme (intake currently paused from 2024) and an Orthodontic Therapy programme. There are opportunities for development of the clinical service, research and teaching across a wide range of areas and interests.

EDI has close working links with the Oral and Maxillofacial Surgery service that is part of the Head & Neck Directorate, Acute Division of NHS Edinburgh and the Lothians University Hospital Division (UHD), based at St John's Hospital in Livingston. There are opportunities for development of clinical services, research and teaching across a wide range of areas and interests.

In addition, with the formation of the OHS, there is a close working relationship between the specialist teams based in EDI and colleagues working within the Public Dental Service (PDS). This is particularly relevant to the advertised role which involves close collaboration with colleagues in the Special Care Dentistry Team working within the PDS in the management of patients with H&N cancer.

The Institute provides Consultant led services in:

- Oral Medicine
- Oral Surgery
- Orthodontics
- Paediatric Dentistry
- Restorative Dentistry

The Lauriston Site has the following facilities:

58 fully equipped open-plan treatment cubicles and enclosed surgeries with facilities for both inhalation and IV sedation in some.

Oral Surgery and Oral Medicine

- 2 treatment surgeries
- 5 closed consultation rooms
- 4 open surgeries

Paediatric Dentistry

- 14 open surgeries
- 3 closed surgeries

Orthodontics

- 9 open surgeries
- 3 closed surgeries

#### Restorative Dentistry

- 17 open surgeries (including 10 used by the school of Hygiene Therapy)
- 3 closed surgeries

In-house dental laboratories provide all technical work necessary for specialist patient care as well as care delivery within the PDS on sites in the EDI and St John's Hospital. The laboratory service is currently in the process of being upgraded to include a fully comprehensive digital workflow which will be operational soon.

Specialist dental radiography and ultrasound are also provided on site as part of the NHSL radiology directorate (there is a part-time maxillofacial radiologist working within the radiology directorate to support activity in EDI).

On the 2nd floor there is a clinical skills facility that provides 24 phantom heads across two teaching rooms that can become 1 large teaching room. A recent audio-visual upgrade has provided users with the latest microscopic and camera functions at individual workstations.

There are hospitality areas on both the 2nd and 4th floors of the Institute as well as study areas for both postgraduate (research and taught doctoral and masters) and undergraduate students. Staff also have access to a staff room with excellent facilities for rest breaks.

#### **Leadership**

The Professional Director of Dentistry for NHSL is Graeme Wright  
The General Manager of the Oral Health Service is James Steven

The Clinical Director for the EDI / secondary care is Graeme Wright  
The Service Manager for the EDI / secondary care is Lorraine Canning

#### **Clinical and academic staff**

##### Consultant Staff/Honorary Clinical Senior Lecturers:

<b>Vacancy (this post)</b>	<b>Consultant in Restorative Dentistry (H&amp;N team)</b>
Adrian Pace-Balzan	Consultant in Restorative Dentistry (H&N team)
Vacancy	Consultant in Restorative Dentistry (Hypodontia)
Laura Bryce	Consultant in Oral Surgery
Victoria Greig	Consultant in Oral Surgery
Ailish Clark	Consultant in Oral Surgery
Ailsa Morrison	Consultant in Oral Surgery (Professional Lead)
Philip Lamey	Consultant in Oral Medicine
Aman Ulhaq	Consultant in Orthodontics (Professional Lead)
Niall McGuinness	Consultant in Orthodontics
Colin Ritchie	Consultant in Orthodontics
Alex Keightley	Consultant in Paediatric Dentistry (Professional Lead)
Vacancy	Consultant in Paediatric Dentistry
Graeme Wright	Consultant in Paediatric Dentistry
Fiona Lafferty	Consultant in Paediatric Dentistry
Kirstie Lau	Locum Consultant in Paediatric Dentistry
Susan Baines	Consultant in Special Care Dentistry
Charlie Maran	Specialist in Periodontics

##### Senior Clinical Lecturers/Honorary Consultants of the Institute

Louise O'Dowd	Senior Clinical Lecturer & Hon. Consultant in Restorative Dentistry. Professional Lead
Vacancy	Senior Clinical Lecturer in Restorative Dentistry
Marialena Cresta	Senior Clinical Lecturer & Hon Consultant in Endodontics
Krish Bhatia,	Senior Clinical Lecturer & Hon Consultant in Prosthodontics
Photini Papacharalambous	Senior Clinical Lecturer in Prosthodontics
Steve Bonsor	Senior Clinical Lecturer in Endodontics
Joanne Peat	Senior Clinical Lecturer in Endodontics
Antioniella Busuttil-Naudi	Senior Clinical Lecturer & Hon. Consultant in Paediatric Dentistry

#### Other academic staff

Steve Bonsor	Programme Director - Online MSc in Restorative dentistry
Joanne Beveridge	Programme director for the SoHT / Senior Lecturer in Oral Health Sciences
Liz Connor	Lecturer in Oral Health Sciences
Zöe Coyle	Lecturer in Oral Health Sciences
Lucy Sheerins	Lecturer in Oral Health Sciences
Andreana Austin	Specialty Dentist (OHS)
Trish Granger	Specialty Dentist (OHS)
Elizabeth-Jane Millen	Specialty Dentist (OHS)
Donald Thompson	Consultant in Oral & Maxillofacial Radiology (within Radiology Directorate)
Brendan Conn Pathology Directorate)	Consultant in Oral Pathology (within

There are Specialty Registrar training posts in Restorative Dentistry, Oral Surgery, Orthodontics and Paediatric Dentistry. In addition, there are post CCST fellowship posts in Orthodontics and Paediatric Dentistry

The BSc (Hons) programme in Oral Health Sciences was launched in 2009. It now admits 10 students annually to train as hygiene / therapists and is resourced under a Service Level Agreement with NES/UoE/NHSL. The programme is supported by a part-time Consultant/Clinical Lead (Dr L O'Dowd, Senior Clinical Lecturer in Restorative Dentistry), a Senior Lecturer/Programme Director, three Lecturer posts, GDP visiting sessions (1.0 FTE), Clinical Skills Facilitator, Administrative and Reception staff. This programme has paused student intake from 2024 and its future is under review.

NES also supports the Orthodontic Therapy and Dental Nurse training within the Dental Institute. The MSc programme, by Distance Education, is supported by a Programme Director, and On-line Tutor posts, resourced through the programme's business plan

### **Department of Restorative Dentistry (EDI)**

#### Staffing

Louise O'Dowd	Professional Lead/ Senior Clinical Lecturer/Honorary Consultant in Restorative Dentistry
Adrian Pace-Balzan	Consultant and Honorary SCL in Restorative (H&N)
<b>Vacancy (this post)</b>	<b>Consultant in Restorative Dentistry (H&amp;N)</b>
Vacancy	Consultant in Restorative Dentistry (Hypodontia)

Marialena Cresta  
Krishnakant Bhatia  
Charlie Maran  
Photini Papacharalambous  
Steve Bonsor  
Joanne Peat

Snr Clinical Lecturer & Hon Consultant in Endodontics  
Snr Clin Lecturer & Hon Consultant in prosthodontics  
Specialist in Periodontology  
Senior Clinical Lecturer in Prosthodontics  
Senior Clinical Lecturer in Endodontics  
Senior Clinical Lecturer in Endodontics

1 Specialty Registrar  
1 Core Trainee  
1 Hygienist (0.4 WTE)

1 Dedicated H&N Therapist (0.6 WTE)  
1 WTE Dedicated H&N secretary  
1 WTE Dedicated H&N dental nurse  
0.6 WTE Dedicated H&N dental technician

#### Accommodation

Centrally located on the second floor of the Lauriston Building, the restorative department has 17 open-plan chairs and 3 closed surgeries. Administrative accommodation is within an open plan office area on the fourth floor where secretarial and administrative support is also provided.

### **Maxillofacial Department (SJH)**

#### Staffing

The Oral and Maxillofacial Surgery (OMFS) department comprises six consultants in OMFS, 4 being head and neck surgeons and 2 being trauma and deformity surgeons. In addition to this there are 2 Specialty Trainees, 1 International Head and Neck Fellow, 1 Clinical Fellow, 2 Specialty Doctors, 5 Dental Core Trainees, 1 Clinical Development Fellow and 2 FY1. Support staff include a team of 5 dental nurses, 3 medical secretaries and 3 maxillofacial prosthetists.

#### Accommodation

The OMFS department works out of OPD 4 on the ground floor at St John's Hospital operating the following clinics:

Outpatient clinics:

- OMFS Trauma clinics.
- OMFS Facial Deformity Planning Clinic.
- OMFS General clinics.
- Neck Lump Clinic.
- Oral Rehabilitation Clinic.
- OS clinics: LA / Sedation Clinics

Theatres:

- In-patient
- Day case and emergency activity

Wards:

- Ward 18
- Day of Surgery Admission Unit

## **PDS Special care Team (Western General Hospital)**

### Staffing

The special care dental team within the WGH comprises a consultant, specialists, senior dental officers and dental officers with significant experience in the delivery of care for head and neck cancer patients, in addition to other oncology patient groups, notably haematology-oncology and a broad spectrum of medically complex patients all on a referral only basis. Care is provided for both in-patients and out-patients. The dental team are supported by experienced dental nurses, many of whom have additional qualifications (special care, sedation) and full-time receptionist. The onsite dental laboratory has three full time technicians providing removable prosthodontics as part of the overall OHS laboratory provision, with experience in head and neck cancer care including the provision of bespoke appliances such as radiotherapy positioning stents.

A dental hygienist post is currently vacant (recruitment process underway) and there is also a PA/departmental secretary vacancy.

### Accommodation

The department is in the lower ground floor of the outpatients building, comprising 3 closed surgeries (one of which has a ceiling hoist), PACS linked OPT machine within the department, local decontamination unit and hot-desk office facility with 4 workstations

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

### Clinical Services

The post-holder will be an integral member of the restorative dentistry team based at Edinburgh Dental Institute (EDI) and will work very closely with the head & neck (H&N) oncology team based at St. John's Hospital (SJH), and the Western General Hospital. In addition, they will work closely with the special care dentistry team within the Public Dental Service to deliver holistic treatment for patients with H&N cancer.

The postholder will work collaboratively alongside another consultant in restorative dentistry within the H&N oncology service to ensure continuity of service provision. This service is supported by a dedicated full-time secretary and a dental therapist. A part-time dental technician (based at EDI) was also appointed recently specifically to service the dental laboratory needs of this population of patients. Other technical support is provided by laboratories in EDI and SJH. The post-holder will play a significant role in developing and supporting restorative dentistry services within the HNC team and will build links across the Oral Health Service (OHS) and wider NHS Lothian.

The incumbent will work closely with dental technology services provided at all the sites in which they work to ensure a cohesive and resilient service through pathway management and training for dental technicians. They will also work closely with the maxillofacial prosthetist team in providing peri-surgical care and providing input where required.

The oral and maxillofacial surgical team in conjunction with the maxillofacial prosthetist currently provide in house CAD/CAM surgical guides, stents and other items for surgical planning. This service works closely with the current oral rehabilitation service in planning and providing post operative rehabilitation at the time of primary surgery. The incumbent is

expected to help contribute to and develop this service which will also link with CAD/CAM processes within the Edinburgh Dental Institute. The Oral Health Service is in the process of implementing a fully comprehensive digital workflow across all disciplines in EDI, that will be extended to support restorative services delivered at SJH when the implementation in EDI is complete.

The focus of clinical and non-clinical activity varies between the clinical sites: EDI, Western General Hospital and St John's Hospital.

## **EDI**

The restorative dentistry service based in the EDI provides a consultant-led secondary care service for the population of Edinburgh, the Lothians, Forth-Valley, Borders and parts of Fife. Referrals are received from local dental and medical practitioners, the Public Dental Service, and tertiary referrals from other hospital specialties in dentistry and medicine. Restorative dentistry has close working relationships with oral surgery and oral medicine, orthodontics and paediatric dentistry. Inter-disciplinary work within the Institute has a high priority with regular cleft and hypodontia clinics running throughout the year. The post holder will be expected to support the wider remit of restorative dentistry within the EDI through NP activity and supervision of clinical activity delivered by NHS and University of Edinburgh postgraduate trainees. Excellent clinical skills are required as well as a commitment to teaching and research.

The restorative department based in the EDI has about 7,500 patient attendances annually, of which around 1,500 are new patient referrals. A major responsibility of the consultant staff is to provide advice for referring general dental practitioners, as well as providing treatment for patients within core priority groups who require specialist treatment.

## **Western General**

The regional Head and Neck Cancer MDT meeting is held every Tuesday in Edinburgh Cancer Centre at the Western General Hospital from 10.30 -12.00. This meeting runs in a hybrid-virtual and face to face format, allowing full participation of colleagues in other board areas (Fife, Borders, D&G) and with specialty input from other sites within Lothian (eg pathology from RIE). Within the Edinburgh Cancer Centre the H&N multi-disciplinary clinic is active for the full day on tuesdays comprising new and return patients. Additionally the AHP-led wellbeing clinic for patients in the early post treatment phase runs from the Maggie's centre. The restorative consultant is a core member of H&N cancer MDTs and thus the successful applicant will be expected to routinely attend the MDT meeting in person, thereby facilitating multi-disciplinary working and accessibility to the wider H&N team members. The agreed pathway within the MDT is for patients that are treated surgically to be assessed and care coordinated by the restorative team, and those treated with non-surgical modalities to be assessed and their care coordinated and delivered by the special care dentistry team. Dual participation of restorative and special care within the MDT meeting allows robust case selection in accordance with H&N cancer QPIs and locally agreed pathways.

A short clinical session runs in the WGH dental department prior to the MDT, working collaboratively with the special care dentistry team. This clinical time is used flexibly to meet the needs of the H&N patient cohort and comprises joint consultation/treatment planning and treatment delivery, complex case discussion, training opportunities for junior staff, peer discussion, learning and wider clinical governance. There is an onsite dental laboratory and a skilled team of dental nurses to support these sessions. On occasion the care of other complex patients requiring dual speciality input is facilitated within this time. These sessions were a novel venture piloted by the previous post-holder and current consultant in special care dentistry and have proved highly beneficial for both the team and patients. This time within the special care dentistry department also allows contact time with the head and neck dental therapist who supports both restorative and special care dental teams and attends the

H&N wellbeing clinic. There would be an expectation that this joint working is supported and further developed, incorporating formal quality improvement activity.

The H&N MDT business meeting and clinical governance meeting run alternately on a 3 monthly cycle. These are hybrid virtual and face to face format, with the face to face component running within WGH. The successful applicant would be expected to attend and participate/present as required.

The SCAN Head & Neck Tumour Specific Group is a multi-disciplinary group made up of health professionals from the Southeast of Scotland and meets 4 times a year. The chair of this group is Mr Ashley Hay, Consultant ENT Surgeon, NHS Lothian. The successful applicant would be expected to attend and participate/present as required.

National cancer quality performance indicators (QPIs) have been developed to support continuous quality improvement in cancer care. For head and neck cancer, there are 15 QPI's.

QPI 5 relates to the dental aspects of H&N cancer care.

QPI 5 (i) Oral and Dental Rehabilitation Plan. Joint decision by consultants in Restorative dentistry and the MDT. Target: 95%

QPI 5 (ii) Oral and Dental Rehabilitation Plan. Pre-treatment assessment prior to treatment initiation. Target: 95%

The successful applicant will work with their fellow H&N restorative consultant, special care dentistry consultant and fellow MDT colleagues, with a collective responsibility, to ensure optimal delivery of services allowing QPI data collection and reporting to meet the above QPI targets.

### **St John's Hospital**

The head and neck OMFS team have scheduled theatre access on Mondays and Thursdays. A three session theatre list operates every Monday to carry out major resective and reconstructive surgeries. The restorative consultant will require to attend theatre during these resective procedures for procedures relating to timely oral rehabilitation of patients including guided placement of primary implants and immediate oral rehabilitation of reconstructed cases.

Planning for these reconstructive cases and other delayed placement of implants takes place alongside the prosthetist team at St John's. The maxillofacial prosthetist works with Materialise CAD/CAM planning software alongside a variety of printers and printing materials to plan not only the surgery but also the oral rehabilitation of patients. This is carried out as a team approach with the help of OMFS and restorative consultants as well as the OMFS prosthetist and H&N dental technician. This planning normally takes place during a Thursday session at St John's. The maxillofacial laboratory also supports digital scanning of laboratory models and facial structures. There is also a move to have intra-oral scanning incorporated into the pathway.

The restorative consultant also runs their own oral rehabilitation clinic out of OPD4 on a Wednesday at SJH. This allows close collaboration and joint working with the OMFS colleagues and other specialties at SJH. These include surgical specialties such as ENT and plastic surgery and the allied health professionals such as speech and language therapy. This clinic also incorporates time for pre-surgical and pre adjuvant treatment assessments as well as historic new patients coming into the service. The afternoon clinic operates as a joint oral rehabilitation clinic with the head and neck surgeons whereby joint consultations

and necessary preparatory work can take place prior to defining an oral rehabilitation treatment plan. On occasion this clinic is also used for surgical placement of dental implants and other surgical procedures provided in an outpatient setting.

Thursday theatre sessions are divided amongst the head and neck surgeons and patients treated under the care of a specific consultant requiring theatre access are taken to theatre on a Thursday often alongside the restorative consultant for joint working and allowing optimally expedient oral rehabilitation.

Each of these sessions spent at SJH is usually attended with a specialty registrar in restorative dentistry and allows for education and training of the registrars in an OMFS theatre setting and provision of tailored training and education for that trainee.

It is essential that the appointee:

- is on the Specialist List in Restorative Dentistry held by the UK General Dental Council
- or is an existing consultant within the NHS in the UK

Please note this is an Exposure Prone post and satisfactory pre-employment health screening is essential.

**Out of Hours Commitments:**

- Out of Hours Commitments: Nil

**Location:**

- The principal base of work will be the Lauriston Building, however the postholder will work across Lothian at the Western General and St John's Hospital
- As part of your role, you may be required to work at any of NHS Lothian's sites

**Provide high quality care to patients:**

- Maintain GDC 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

**Research, Teaching and Training:**

- The post-holder will have the opportunity to undertake research. The individual will be able to contribute to the existing research activity and develop his/her own areas of interest. In addition, the restorative dentistry department is active in research within the Institute. Some of the research is undertaken by postgraduates as part of their doctoral degree studies.
- The restorative department has a strong teaching commitment to specialty registrars in restorative dentistry, dental core trainees, dental care professionals and postgraduate students studying for a 3-year full-time doctorate in clinical dentistry degree in endodontics or prosthodontics with the University of Edinburgh. The department contributes extensively to continuing professional development for dentists and all members of the dental team through Section 63 and other courses.
- The Institute is the home of the CPD and vocational training activities of NES for the Southeast of Scotland through the Edinburgh Dental Education Centre.
- Contribution to the delivery of teaching and assessment within the DClinDent in Endodontics and Prosthodontics programmes will be job planned flexibly across the

senior clinical team, including the post holder, according to post holder skills and therefore support to the University of Edinburgh DClin Dent programme will be variable and will be agreed on an annual basis between the successful applicant and the Clinical Director.

- The post holder will contribute to teaching of staff and other trainees and will be expected to have experience, personal engagement and enthusiasm for teaching and training. Previous experience of formal postgraduate teaching is therefore important. The possession of a higher teaching qualification would be advantageous.
- In addition, the postholder will also be expected to participate in issues relating to clinical effectiveness, share in the administrative tasks in the Department and Institute as a whole, and provide consultant cover as required

#### **Medical Staff Management:**

- To work with colleagues to ensure junior dental staff hours are compliant and in line with EWTD and New Deal
- To ensure that adequate systems and procedures are in place to control and monitor leave for junior dental staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
- To participate in the recruitment of junior dental staff as and when required
- To participate in team objective setting as part of the annual job planning process

#### **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 dentists 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

#### **Leadership and Team Working:**

- To demonstrate excellent leadership skills regarding 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

### **Section 5: Indicative Job Plan**

<b>Post:</b>	Consultant
<b>Specialty:</b>	Restorative Dentistry
<b>Principal Place of Work:</b>	Lauriston Building
<b>Contract:</b>	6 PAs

**Availability Supplement:** no  
**Out-of-hours:** no  
**Managerially responsible to:** Mr Graeme Wright, Clinical Director EDI

**Indicative Job Plan**

DAY	TIME	TYPE OF WORK	DCC	SPA	EPA	Total
<b>Monday Base EDI</b>	09.00-13.00	Case planning / SPA (1:2)	0.5	0.5		
	13.00-17.00	Patient HANC treatment EDI / clinical supervision	1.0			
<b>Tuesday Base EDI / WGH</b>	09.00-13.00	MDT at WGH/ SPA (1:2)	0.5	0.5		
	13.00-17.00	NP Clinic EDI	1.0			
<b>Wednesday Base EDI/SJH</b>	09.00-13.00	Patient HNC Treatment SJH	1.0			
	13.00-17.00	Patient HNC Treatment SJH	1.0			
<b>Thursday Base EDI/SJH</b>	09.00-13.00					
	13.00-17.00					
<b>Friday Base EDI</b>	09.00-13.00					
	13.00-17.00					
		Total PAs	5.0	1.0		6.0

The exact daily timetabling of the job plan will be subject to change to meet requirements for developments in the department of restorative dentistry

Support for department management, education and other additional responsibilities which may require additional SPA time will be job planned flexibly across the senior clinical team and agreed on an annual basis with the Clinical Director. The Job Plan is negotiable and will be agreed between the successful applicant and the Clinical Director on appointment.

**Section 6: Contact Information**

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

**Mr Graeme Wright, Clinical Director, EDI**

Edinburgh Dental Institute, 4th Floor Lauriston Building, Lauriston Place, Edinburgh EH39HA.

Tel 0131 536 2373, Secretary 0131 536 3911

Email: [graeme.wright@nhslothian.scot.nhs.uk](mailto:graeme.wright@nhslothian.scot.nhs.uk)

**Mrs Louise O'Dowd, Senior Clinical Lecturer/Honorary Consultant in Restorative Dentistry.**

Edinburgh Dental Institute, 4th Floor Lauriston Building, Lauriston Place, Edinburgh EH39HA.

Tel: 131 536 3980

Email: [louise.odowd@nhslothian.scot.nhs.uk](mailto:louise.odowd@nhslothian.scot.nhs.uk)

## 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 Tim Davison is the Chief Executive and Dr David Farquharson is 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 the Lothians 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 principal 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 farmhouses 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 stay connected 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](http://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](http://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 can offer training in a variety of specialties at foundation and specialty level, with most training posts in the Southeast 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 deliver the right care reliably and efficiently 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.nhsllothian.scot.nhs.uk/OurOrganisation/KeyDocuments](http://www.nhsllothian.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.nhsllothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf>

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

This is a new way of approaching quality in NHS Lothian. With this approach to service improvement, we aim to deliver ‘high quality, safe and person-centred 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 reliable healthcare organisations, senior leadership commitment to the importance of the work, the introduction of consistent improvement methodology, the use of excellent

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 excellent 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 Our Values.

Further information on our values into action can be found at <http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx>

## Section 8: Terms and Conditions of Employment

For an overview of the terms and conditions visit <http://www.msg.scot.nhs.uk/pay/medical>.

<b>TYPE OF CONTRACT</b>	Full-time, permanent
<b>GRADE AND SALARY</b>	Consultant
<b>HOURS OF WORK</b>	24 hours - 6 Sessions
<b>SUPERANNUATION</b>	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: <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a>
<b>GENERAL PROVISIONS</b>	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 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.
<b>REMOVAL EXPENSES</b>	Assistance with removal and associated expenses may be awarded (up to 10% of salary)
<b>EXPENSES OF CANDIDATES FOR APPOINTMENT</b>	Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imburement 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.
<b>TOBACCO POLICY</b>	NHS Lothian operates a No Smoking Policy in all premises and grounds.
<b>DISCLOSURE SCOTLAND</b>	This post is in the category of "Regulated Work" and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership.
<b>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</b>	NHS Lothian has a legal obligation to ensure that its 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.
<b>REHABILITATION OF OFFENDERS ACT 1974</b>	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.
<b>MEDICAL NEGLIGENCE</b>	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 to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme.
<b>NOTICE</b>	Employment is subject to three months’ notice on either side, subject to appeal against dismissal.
<b>PRINCIPAL BASE OF WORK</b>	You may be required to work at any of NHS Lothian’s sites as part of your role.
<b>SOCIAL MEDIA POLICY</b>	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.

## 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, 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](http://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 fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

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 a significant 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](http://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 CVs 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](mailto:medical.personnel@nhslothian.scot.nhs.uk)**

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