

**Senior Clinical Fellow post inTransplant and HPB Surgery**

**Ref: 194624**

**Closing date: 30 August 2024**

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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.**  |

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

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

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| **Section 1: Person Specification** |

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| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | GMC registered medical practitioner.Licence to practice. | Additional post-graduate qualifications, e.g. MD or PhD |
| **Clinical Experience** | General surgery training to ST7/8 level or equivalent, or immediate post CCT. | Experience of all areas of abdominal organ transplantation.Experience in hepatobiliary surgery.Experience in multi-organ retrieval surgery +/- NORS registration.Experience of novel organ perfusion technologies (e.g. NMP / NRP. |
| **Academic Achievements** | Evidence of research activity and presentations.Evidence of poster or oral presentations at national or international meetings. | Evidence of research and publications in peer reviewed journals. |
| **Interpersonal Skills** | Ability to work in a team with colleagues in own and other disciplines.Ability to organise time efficiently and effectively.Ability to communicate and liaise effectively with patients and their relatives.The ability to communicate and work harmoniously with all members of staff individually and on a multi-disciplinary basis.Ability to adapt and respond to changing circumstances.Ability to work under pressure.Awareness of personal limitations. | Ability to motivate colleagues. |
| Circumstances of Job | May be required to work at any of NHS Lothian’s sites or outside NHS Lothian for clinics and organ retrievals. |  |

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

**Job Title:** Senior Clinical Fellow in Transplant and HPB Surgery (1 year fixed-term post)

**Department:** Hepatopancreaticobiliary and Transplant Unit

**Base:** Royal Infirmary of Edinburgh

There is a 1 in 5 on-call commitment with a Band 2B supplement. You may also be required to work at any of NHS Lothian’s sites and hospitals outside NHS Lothian for clinics and organ retrieval.

**Post Summary**

This post is suitable for an ST7/8 or equivalent specialty registrar or immediate post-CCT fellow who wishes to gain experience in advanced hepatobiliary surgery and multi-organ transplantation. This post will provide experience in liver, pancreas and renal transplantation, live donor kidney donation as well as deceased donor organ donation (including novel organ perfusion technologies). The post-holder will also gain experience in open and laparoscopic management of complex HPB conditions, benign and malignant. Candidates should therefore have had significant previous training in Transplant and/or HPB surgery. The post will comprise both emergency duties on the transplant registrar rota, covering multi-organ retrieval and transplantation as well as elective sessions at the Royal Infirmary of Edinburgh.

The post is suitable for a candidate who has completed general surgical training and is keen to gain in-depth training in transplant and/or HPB surgery, leading to independent clinical practice.

The post holder will be based primarily at the Royal Infirmary of Edinburgh, but will be required to undertake multi-organ retrievals at hospitals throughout Scotland and the UK.

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

# Transplant Centre

The Edinburgh Transplant Centre provides medical care at a national level for Scotland through the liver, pancreas and the islet isolation and transplant programme. In addition, the Centre is co-commissioned by NSD to provide a national kidney transplantation programme.

The combined renal, pancreas and liver transplant ward has 20 in-patient beds in addition to a combined renal and transplant high dependency unit initially with 12 beds (6 transplant and 6 renal beds). Further beds in the intensive care unit are funded by the transplant service.

The Transplant Centre also contributes to the fulminant hepatic failure service provision for the population of Scotland.

The Edinburgh Transplant Centre contributes to the National Organ Retrieval Service (NORS) with the Edinburgh Retrieval Team, the regional abdominal organ retrieval service. The Edinburgh Retrieval Team has primary responsibility to undertake retrievals in Scotland and Northern Ireland, but is also required to undertake organ retrieval in other regions within the United Kingdom as required. The Edinburgh Retrieval Team is commissioned by NHS Blood and Transplant.

In addition, the unit has very strong links with the University of Edinburgh, Scotland’s premier University and within top 5 Universities in Europe for its Biomedical Sciences.

Our transplant activity reduced considerably during the Covid pandemic, but transplant activity across all organs has increased significantly since April 2022. Increasing provision of NRP (over 80% of all DCD donors attended by the Edinburgh team last year) has been reflected in a significant increase in DCD liver transplantation in particular.



Currently, there are four clinical fellows attached to the transplant unit, who work together with the four trainees and two clinical research fellows to provide cover to the transplant on call rota. Given the breath of activity, the unit is in a strong position to provide a comprehensive training programme in multi-organ transplantation, retrieval and novel technologies in organ transplantation such NRP and NMP, all within a strong clinical and academic background.

In the 2023/24 financial year the Edinburgh Transplant Centre activity included:

* 77 liver transplants
* 62 deceased donor renal transplants
* 50 live donor renal transplants
* 8 simultaneous pancreas/kidney transplants
* 11 islet transplants (including 4 simultaneous islet/kidney transplants)
* 180 multi-organ retrievals (105 DCD, 76 attended with NRP)

Consultant Transplant Surgeons

Miss Anya Adair

Miss Victoria Banwell

Mr John Casey (Clinical Director)

Mr Ian Currie

Ms Mekhola Hoff

Mr Chris Johnston

Prof Lorna Marson

Mr James Powell

Mr Avinash Sewpaul

Mr Ahmed Sherif

Mr Ben Stutchfield

Mr Andrew Sutherland

Mr John Terrace

Mr Manoj Thillai

Ms Rachel Thomas

Ms Sonia Wakelin

Consultant Transplant Hepatologists

Dr Andrew Bathgate

Dr Carol Blair

Dr Mhairi Donnellly

Prof Stuart Forbes

Dr Tim Gordon-Walker

Prof Peter Hayes

Prof Prakash Ramachandran

Dr Ken Simpson

Dr Alex Thompson

Dr Mike Williams

Consultant Transplant Nephrologists

Dr Bean Dhaun

Dr Fiona Duthie

Dr Lorna Henderson

Dr Wendy Metcalfe

Dr Michaela Petrie

Dr Paul Phelan

Dr Tineke Rennie

Dr Caroline Whitworth

Consultant Transplant Anaesthetists

Dr Craig Beattie

Dr Tom Bloomfield

Dr David Cameron

Dr Phil Docherty

Dr Mort Kelleher

Dr Zhareena

Khan-Orakzai

Dr Rory Mayes

Dr Scott McNeill

Dr Oliver Robinson

Dr Euan Thompson

Dr Helen Usher

# HPB Unit

The specialist HPB unit acts as a regional and national referral centre for all aspects of benign and malignant HPB pathology. There are approximately 100 liver resections, 40-50 Whipple’s operations, plus additional major biliary and pancreatic procedures performed annually. There are weekly clinics, multi-disciplinary team and X-ray meetings.

Consultant HPB surgeons

Miss Anya Adair

Miss Rachel Guest

Prof Ewen Harrison

Mr Andrew Healey

Mr Mike Hughes

Prof Damian Mole

Prof Rowan Parks

Mr Ravi Ravindran

Ms Sarah Thomasset

Prof Stephen Wigmore

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

**Clinical**

* Contribute to the transplant and multi-organ retrieval operative activity
* Contribute to elective hepatobiliary surgery, multi-disciplinary meetings and clinics.
* Participate to the assessment clinics and transplant follow-up clinics
* Participate in hepatobiliary and transplant ward rounds and have responsibility for daily patient management under the supervision of the consultant team

**Out of Hours Commitments**

* Participate in the multi-organ retrieval rota
* Emergency transplant activity

**Team Working**

* To work collaboratively with all members of the team
* Adhere to NHS Lothian and departmental guidelines on leave including reporting absence.

**Location**

* It is anticipated the principal base of work will be Royal Infirmary of Edinburgh

As part of your role you may be required to work at any of NHS Lothian’s sites. You may also be required to do clinics and organ retrievals in hospitals outside NHS Lothian.

**Provide high quality care to patients:**

* Maintain GMC specialist registration and hold a licence to practice
* Develop and maintain the competencies required to carry out the duties of the post
* Ensure patients are involved in decisions about their care and respond to their views

**Research, Teaching and Training:**

* Where possible to collaborate with academic and clinical colleagues to enhance NHS Lothian’s research portfolio, at all times meeting the full requirements of Research Governance
* To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Clinical Director
* To act as educational supervisor and appraiser as delegated by the clinical Director to ensure external accreditation of training posts with an appropriate allocation of SPA time for these roles

**Medical Staff Management:**

* To work with colleagues to ensure junior doctors’ hours are compliant in line with EWTD and New Deal
* To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
* To participate in the recruitment of junior medical 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 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: Indicative Job Plan** |

**Working hours:**

This a fixed-term 12- month post (48 hours per week). There is a 1 in 5 on-call commitment and the post currently has band a 2B supplement.

**The post holder is expected to contribute to the following activities in the unit:**

1.         Ward rounds

2.         Hepatobiliary clinics and MDTs

3.         Transplant assessment and follow-up clinics

4.         Elective and emergency operating sessions

5.         Multi-organ retrievals

6.         Audit and research

**Clinical supervision arrangements**:

1.         The post holder will have a designated clinical and educational supervisor

2.         All clinical activity will be undertaken under the supervision of a transplant consultant.

3.         6-monthly progress review with a yearly formal assessment based on operating log-book, clinical reports, CBD, DOPS and WBA and CEX.

4.         Academic assessment based on the audit, presentation and publication activity.

# Educational training content:

Operative: Organ procurement procedures, Renal, pancreas and liver bench surgery procedures. Renal, pancreas and liver implantation procedures. Hepatobiliary Surgery (benign and malignant).

Patient management: Transplant assessment and follow-up clinics, transplant ward rounds. Responsibilities to organise M&M meetings and relevant MDT (HPB and transplantation). Hepatobiliary wards and clinics.

# Educational Outcome:

Exposure to liver, kidney and pancreas transplant with consultant support.

Exposure to right and left hepatectomy and pancreaticoduodenectomy (with consultant support). Exposure to complex open and laparoscopic HPB surgery.

Exposure to HPB MDT and HPB wards (in consultation with duty consultant). Independent surgeon for multi-organ retrieval, bench surgery procedures.

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| **Section 6: Contact Information** |

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

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

Mr Chris Johnston

Consultant Transplant Surgeon

Royal Infirmary of Edinburgh

51 Little France Crescent

EDINBURGH

EH16 4SA

Tel: 0131 242 1758

Email: chris.johnston@nhs.scot

or:

Mr John Casey

Consultant Transplant Surgeon

& Clinical Director

Royal Infirmary of Edinburgh

51 Little France Crescent

EDINBURGH

EH16 4SA

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

**Working in Edinburgh and the Lothians**

**Who are we?**

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

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

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

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

**Location**

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

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

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

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

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

**What we can offer you**

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

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

**Teaching and Training Opportunities**

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

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

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

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

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

**Our vision, values and strategic aims**

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

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

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

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

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

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

www.nhslothian.scot.nhs.uk/OurOrganisation/KeyDocuments.

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

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

In developing the strategic plan we have:

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

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

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

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

http://www.nhslothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf

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

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

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

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

**Our Values and ways of working**

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

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

**Care and Compassion**

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

**Dignity and Respect**

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

**Quality**

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

**Teamwork**

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

**Openness, Honesty and Responsibility**

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

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

Further information on our values into action can be found at

http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx

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| **Section 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**  | Fixed Term – 12 months |
| **GRADE AND SALARY** | £32,961 - £51,828 per annum (plus band 2B supplement) |
| **HOURS OF WORK** | 40 hours (with a 1 in 6 on-call commitment) |
| **SUPERANNUATION** | New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: www.sppa.gov.uk  |
| **REMOVAL EXPENSES** | Assistance with removal and associated expenses may be awarded |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | NHS candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses.  |
| **TOBACCO POLICY** | NHS Lothian operates a No Smoking Policy in all premises and grounds. |
| **DISCLOSURE SCOTLAND** | This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership. |
| **CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK** | NHS Lothian has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified. |
| **REHABILITATION OF OFFENDERS ACT 1974** | The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential. |
| **MEDICAL NEGLIGENCE** | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice. |
| **NOTICE** | Employment is subject to one month notice on either side, subject to appeal against dismissal. |
| **PRINCIPAL BASE OF WORK** | You may be required to work at any of NHS Lothian sites as part of your role. |
| **SOCIAL MEDIA POLICY** | You are required to adhere to NHS Lothian’s Social Media Policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media.  |

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| **Section 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.**