

**JOB TITLE: Senior Clinical Fellow in Colorectal Surgery**

**JOBTRAIN REFERENCE: 196904**

**CLOSING DATE: 25 September 2024 INTERVIEW DATE: XXXXX (IF KNOWN)**

|  |
| --- |
| **Contents** |

|  |  |
| --- | --- |
| **Section** |  |
| Section 1: | Person Specification |
| Section 2: | Introduction to Appointment |
| Section 3: | Departmental and Directorate Information |
| Section 4: | Main Duties and Responsibilities |
| Section 5: | Indicative Job Plan |
| Section 6:  | Contact Information |
| Section 7: | Working for NHS Lothian |
| Section 8: | Terms and Conditions of Employment |
| Section 9: | General Information for Candidates |
| Section 10: | Staff Support and Wellbeing |
| Section 11: | Equality and Diversity |

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

|  |
| --- |
| **This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.**  |

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

|  |
| --- |
| **Section 1: Person Specification** |

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | GMC registered medical practitionerLicence to practiceMBBS or equivalentCompletion of Core Surgical Training |  |
| **Clinical Experience** |

|  |
| --- |
| Applicants must: * Be eligible for full registration with, and hold a current licence to practise from, the GMC at intended start date
* Have evidence of achievement of **ST 6 competencies** from a UKFPO-affiliated foundation programme or equivalent, in line with GMC standards / Good Medical Practice;
* Be eligible to work in the UK
* Be able to provide complete details of their employment history
* Have evidence that their career progression is consistent with their personal circumstances
* Have evidence that their present level of achievement and performance is commensurate with the totality of their period of training
* Have satisfactorily completed an approved Core Surgical Training programme or equivalent by start of post
* Have notified the Training Programme Director of the Specialty Training Programme they are currently training in if applying to continue training in the same specialty in another region.
* Not have previously relinquished or been released / removed from a General or Core Surgical training programme, except if they have received an ARCP outcome 1 or under exceptional circumstancesviii.

Clinical Skills required:* Capacity to apply sound clinical knowledge and judgement to problems
* Ability to prioritise clinical need
* Demonstrates appropriate technical and clinical competence and evidence of the development of diagnostic skills and clinical judgement
* Validated logbook documentation of surgical
* Attendance at relevant courses e.g. ATLS, Basic Surgical Skills or equivalent, CCrlSP
 |

 | Evidence of achievement of **ST 7 or above competencies in core surgery** at time of application or by time of appointment, supported by evidence from work-based assessments of clinical performance (DOPs, Mini-CEX, CBD, ACAT) and Multi Source Feedback or equivalent |
| **Academic Achievements** | Evidence of research activity and presentationsEvidence of poster or oral presentations at national or international meetings | Evidence of research and publications in peer reviewed journals |
| **Interpersonal Skills** | **Communication skills:** Capacity to communicate effectively and sensitively with others Able to discuss treatment options with patients in a way they can understand **Problem solving and decision making:** Capacity to think beyond the obvious, with analytical and flexible mind Capacity to bring a range of approaches to problem solving Demonstrates effective judgement and decision-making skills **Managing others and team involvement:** Capacity to work effectively in a multi-disciplinary team Demonstrate leadership, when appropriate Capacity to establish good working relationships with others. **Organisation and planning:** Capacity to manage time and prioritise workload, balance urgent and important demands, follow instructions Understands importance and impact of information systems **Vigilance and situational awareness:** Capacity to monitor and anticipate situations that may change rapidly **Coping with pressure and managing uncertainty:** Capacity to operate effectively under pressure and remain objective in highly emotive/pressurised situations Awareness of own limitations and when to ask for help Ability to work in a team with colleagues in own and other disciplinesAbility to organise time efficiently and effectivelyReliabilityAbility 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 basisAbility to adapt and respond to changing circumstancesAbility to work under pressureAwareness of personal limitations**Values:** Understands, respects and demonstrates NHS Lothian values Takes responsibility for own actions Demonstrates respect for the rights of all Demonstrates awareness of ethical principles, safety, confidentiality and consent Awareness of importance of being the patients’ advocate, clinical governance and the responsibilities of an NHS employee Shows realistic insight into General Surgery and the personal demands of a commitment to surgery Demonstrates knowledge of training programme and commitment to own development Shows critical and enquiring approach to knowledge acquisition, commitment to self-directed learning and a reflective/analytical approach to practice  | Ability to motivate colleagues |
| **Circumstances of Job** | May be required to work at any of NHS Lothian’s sites |  |

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

**Job Title:** Advanced Clinical Fellow in Colorectal Surgery

**Department:** Colorectal Surgery

**Base:** Western General Hospital, Edinburgh

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

**Post Summary:**

This post is suitable for a senior specialist registrar (ST6 or above) who wishes to gain experience in advanced open and laparoscopic colorectal surgery, TEMS and advanced endoscopy including therapeutic endoscopy, pelvic floor, complex pelvic surgery, IBD surgery and robotic surgery. This is a hospital funded post. It is suitable for candidates from the UK or abroad. Candidates should have had significant previous training in colorectal and laparoscopic surgery, including endoscopy. The post will comprise both emergency duties on the registrar rota (which is resident) and elective sessions at the Western General Hospital and peripheral hospitals. At present the rota for emergency on-call is 1 in 10.

There are 3 posts in 2025 for 1 year. One will ideally commence February 2025, and the other two will commence August 2025.

The Colorectal Unit is One of Europe’s biggest, with 12 NHS and 3 Academic colorectal surgeons and a throughput of 1000 major procedures per year. The Department of Coloproctology was established in August 2002 and offers tertiary referral colorectal surgical services for all aspects of benign and malignant colorectal conditions, both elective and emergency. There are opportunities for significant experience of colonic resections, TEMS, inflammatory Bowel Disease, pouches, endoscopy including therapeutics, pelvic floor disorders and multi-specialty exenterative surgery.

More information can be found via this link

https://www.ed.ac.uk/surgery/clinical-specialties/colorectal-surgery/about-us/staff/surgical

Elective and emergency upper gastro-intestinal surgery is provided in the New Royal Infirmary with the two units working closely together in the first major totally specialist emergency surgical service for all upper and lower gastro-intestinal surgical emergencies in the UK.

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

NHS Lothian is an integrated NHS Board in Scotland providing primary, community, mental health and hospital services.

The NHS Board determines strategy, allocates resources and provides governance across the health system. Services are delivered by Lothian University hospitals division, the Royal Edinburgh hospital and Associated mental health services, 4 Health and Social Care Partnerships (HSCPs) in City of Edinburgh, West Lothian, East Lothian and Midlothian, and a Public Health directorate.

NHS Lothian serves a population of 850,000.

**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 research and teaching centres in the United Kingdom.

Hospitals included in the Division are:

The Royal Infirmary of Edinburgh

The Western General Hospital

St Johns Hospital

East Lothian Community Hospital

The **Western General Hospital** (WGH) has 600 beds and 9 operating theatres and is equipped with modern theatre and critical care equipment and monitoring. The Anne Ferguson building was completed in 2001. The hospital provides for most specialties and is the centre for:

* Colorectal Surgery
* Urology and Scottish Lithotriptor Centre
* Breast Surgery and Breast screening

• Gastro-Intestinal disease

* Rheumatology
* Infectious Diseases
* Haematology Oncology
* Medical Oncology
* Radiation Oncology (including 6 LINACs)
* Dermatology (Inpatient)
* Medicine of the Elderly/Stroke Medicine
* UK CJD unit

There is a Medical Assessment Unit and a Surgical Assessment Unit, which accept GP referrals on a zoned basis within the city, and a nurse led Minor Injuries Unit. There is no trauma unit at this hospital. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, MR, Ultrasound and NM). There is a full range of lecture theatres, a library and AV facilities.

**University of Edinburgh**

The University of Edinburgh was established in 1582 and is one of the largest in the United Kingdom located on a number of prominent sites in Scotland’s capital city. It is Scotland’s premier research University and within the top 5 Universities in Europe for its Biomedical Sciences.

The University of Edinburgh’s College of Medicine and Veterinary Medicine (CMVM; Head Professor Sir John Savill) is an internationally leading force in basic-to-clinical translational research. The College has a consistent 30-year strategy of interdisciplinary and integration of basic and clinical sciences. In the most recent Research Assessment Exercise (2008), the University of Edinburgh was top in the United Kingdom within the UoA4 category of Hospital-based Clinical Subjects. In 2008/9, CMVM attracted over £120 million in external peer-reviewed grant funding.

It has established several major interdisciplinary research Centres:

1. MRC Centre for Inflammation Research (Director, Professor John Iredale)
2. Centre for Cardiovascular Science (Director, Professor Brian Walker) incorporating the BHF Centre of Research Excellence (Director, Professor John Mullins)
3. Centre for Reproductive Biology (Director, Professor Phillipa Saunders) and MRC Human Reproductive Sciences Unit (Director, Professor Robert Millar) including the Tommy’s Centre (Director, Professor Jane Norman).
4. MRC Centre for Regenerative Medicine (Director, Professor Sir Ian Wilmut)
5. Centre for Molecular Medicine (Director, Professor David Porteous)
6. Centre for Cancer Research (Director, Professor David Harrison)
7. Centre for Population Health Sciences (Director, Professor Harry Campbell)
8. MRC Human Genetics Unit (Director, Professor Nick Hastie)

These Centres are predominantly based at two sites: the Queen’s Medical Research Institute at the Royal Infirmary, and the Institute of Genetics and Molecular Medicine at the Western General Hospital. The co-location of basic science and clinical groups within state-of-the-art infrastructure and technology provides an excellent and exciting opportunity to conduct translational research at the highest level.

This academic power base is supported by clinical research infrastructure that includes:

i Wellcome Trust Clinical Research Facility

ii Clinical Research Imaging Centre

iii Edinburgh Clinical Trials Unit (UKCRN Registered) and Health Services Research Unit

iv Scottish Brain Imaging Research Centre

v Experimental Cancer Medicine Centre

vi Academic and Clinical Central Office for Research and Development

**NHS Library and Postgraduate Facilities**

There are excellent facilities on all sites.

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

**Clinical:**

* + - * Maintain GMC specialist registration and hold a licence to practice
			* Participate in ward rounds
			* Participate in theatre activity
			* Participate in Endoscopy
			* Involvement in out patient clinics
			* Assessment of patients and supervision of junior medical colleagues in the Surgical Assessment Unit
			* Active involvement in departmental education and Mortality and Morbidity (M&M) meetings
			* Involvement in teaching, audit and research activities

**Out of Hours Commitments:**

* 1:10 on call rota

**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 Western General Hospital.
* As part of your role, you may be required to work at any of NHS Lothian’s sites

The unit is currently staffed by three University appointments; Professor M G Dunlop, Mr H M Paterson and Miss F V M Din and twelve NHS Consultants; Mr B J Mander, Mr M A Potter, Mr C Reddy, Miss M H S Collie, Mr AJ Clark, Mr D Speake, Mr MJ Duff, Miss D Collins, Mr P Vaughan-Shaw, Mr F Shaban, Mr N Ventham and Miss S Goodbrand.

The appointee will be part of a team consisting of 15 consultants, 9 STs (with 2 Breast STs making a middle grade rota of 1.10), 4 FY2s/2CTs and 14 Fy1s providing emergency, in-patient and day case service to the population of Lothian. The successful candidate will be expected to provide a full commitment to the middle-grade rota on a 1.10 (1:8 days / 1:10 nights) basis.

The post holder will be based at the Western General Hospital, which is the main centre of adult colorectal services in Edinburgh and one of Europe’s busiest Colorectal Units. The unit also provides a colorectal service to at St Johns Hospital and at Leith Community Treatment Centre. Elective colorectal short stay Surgery is carried out at the Western General and St Johns Hospitals. Emergency and in-patient colorectal surgery is carried out at the Western General Hospital.

The Western General Hospital has a long history as a major teaching hospital and is the site of major research laboratories funded by MRC, CRC and by ICRF. The present bed compliment is 850 beds. The hospital has all of the major acute medical specialities and has supra-regional services for Oncology, Urology, Neurosciences, Infections Diseases and Rheumatology. There is a well-established Gastroenterology Unit at the Western and a long tradition of close working with the surgeons. A full range of on site laboratories and imaging supports the hospital.

The Colorectal Surgical Unit has a complement of 73 elective beds, including a 25-bedded acute admissions ward. Critical care comprises 10 level one surgical high dependency beds; 6 level 2/3 beds and a 10-bedded intensive care unit. Within the Anne Ferguson Building is a modern theatre suite, including a dedicated CEPOD theatre, day bed and GI endoscopy facilities as well as out patient clinics. The GI endoscopy service supports a full range of interventional modalities including laser therapy, argon plasma coagulation and endoscopic ultrasound. Colonoscopy is supported by the Scope Guide system and a dedicated colorectal emergency session. A full bowel screening service is undertaken on site. Endoanal ultrasound and anorectal physiology are available on site. The Unit performs over 700 major colonic resections with a major proportion undertaken laparoscopically. We have commenced robotic colorectal surgery with the CMR and DaVinci platforms over the last couple of years. Approximately 20 Ileoanal-pouch procedures are performed annually. Approximately 80 complex pelvic operations from gynae oncology, advanced rectal cancer, recurrent rectal cancer and sarcoma are undertaken per year. TEMS, Sacral Nerve Stimulation, Ventral Rectopexy and other advanced proctology procedures are also undertaken.

The colorectal unit admits 15+ emergency colorectal patients daily. Consultant on-call is based on a rotating cycle of long weekends (Friday am-Monday am) followed by a week of daytime cover (Monday am – Friday am) alternating with a week of evening shifts (Monday – Thursday) during which all elective sessions are cancelled. The middle grade rota is 1B compliant.

The unit also accepts tertiary referrals from other Scottish centres; activity data confirms that the unit received in the last year 6,300 new patient referrals, 2356 emergencies. The unit also carried out 1239 elective in-patients episodes and 1214 day case /23 hour stay patients.

There is a weekly multidisciplinary Oncology team meeting, at which all cases of colorectal cancer are discussed pre and post operatively. There are weekly unit meetings, which include morbidity and mortality meetings and also a weekly Radiology meeting. The Multi-disciplinary IBD team meets every Friday Lunchtime. There is an active Post Graduate Medical Educational Programme on a Friday afternoon both in house and at the Lister Post Graduate Institute.

There is an active clinical and laboratory research programme within the unit and the successful candidate will be encouraged to take an active role in ongoing clinical research.

There is a busy undergraduate and postgraduate training programme within the unit to which the successful applicant will be expected to take a full part.

|  |
| --- |
| **Section 5: Contact Information** |

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

Informal enquiries to Miss Danielle Collins, Consultant Colorectal Surgeon (Clinical Director)

Danielle.Collins@nhs.scot

|  |
| --- |
| **Section 6: 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.

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 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, Mid and West Lothian.

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

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

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family. London is a short, one hour, flight away and flight connections with London, Amsterdam and Paris offer a variety of international flight opportunities.

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

**What we can offer you**

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

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

**Teaching and Training Opportunities**

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

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

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

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

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

**Our vision, values and strategic aims**

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

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

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

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

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

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

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

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

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

In developing the strategic plan we have:

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

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

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

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

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

**Our values and ways of working**

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

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

**Care and Compassion**

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

**Dignity and Respect**

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

**Quality**

* We will demonstrate a commitment to doing our best
* We will encourage and explore ideas for improvement and innovation
* We will seek out opportunities to enhance our skills aand 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

|  |
| --- |
| **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, Professor John Connaghan CBE is the Chair and Tracey Gillies is the Executive Medical Director.

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

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

Further information about Edinburgh and NHS Lothian can be found on our Intranet site: https://org.nhslothian.scot/

**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 TalentScotland - find a job in Scotland or attract international talent (sdi.co.uk).

**What we can offer you**

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

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

**Teaching and Training Opportunities**

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

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

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

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

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

**Our vision, values and strategic aims**

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

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

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

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

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

The specific areas of focus and actions needed to achieve each of these aims are detailed in “Our Health, our Future: NHS Lothian Strategic Clinical Framework 2014 – 2024,” consultation document which you will find at: https://org.nhslothian.scot/Strategies/Pages/default.aspx

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

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

In developing the strategic plan we have:

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

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

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

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

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

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

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

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

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

**NHS Lothian Values into Action**

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

Our Values are:

Quality

We continually look for ways to make what we do even better.

Dignity and Respect

People are communicated with in a way that they understand and staff check that the individual has understood the information given.

Care and Compassion

We take time to ensure each person feels listened to, secure, understood and is treated compassionately.

Openness, Honesty and Responsibility

We continually listen & learn from staff, people receiving care, carers and family.

Teamwork

We understand and value each other role and contribution.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values. More information on Our Values can be found by clicking on the link at the bottom of our Careers website front page: https://careers.nhslothian.scot/

|  |
| --- |
| **Section 8: Terms and Conditions of Employment** |

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

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

|  |
| --- |
| **Section 9: General Information for Candidates** |

**Application Process**

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

**Job Interview Guarantee Scheme**

As a Disability Confident Employer we recognise the contribution that everyone can make to the organisation. As part of our ongoing commitment to eliminate discrimination and advance equality for disabled people, all applicants who are disabled (including people who are neurodivergent) and who meet the minimum criteria expressed in the job description will be guaranteed an interview. Applicants are required to complete the relevant section of the application form to access this initiative.

We will arrange for adjustments at interviews for disabled candidates. For advice on what adjustments can be made and how to ask for them please click on this link: https://www.scope.org.uk/advice-and-support/ask-for-adjustments-at-interview

**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 and Rehabilitation**

The rules around criminal convictions and disclosure are complicated, so it is important you read the guidance below as part of making your application.

NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment, candidates will be subject to one of the following:

* For posts in regulated work – Protection of Vulnerable Groups Scheme membership
* For all other posts which are subject to a criminal conviction record check – A Police Act check
* For posts not subject to a criminal conviction record check – A self-declaration

For further information please visit our careers site: https://careers.nhslothian.scot/recruitment-of-people-with-convictions/faq-disclosure-scotland-and-self-declaration-forms/

**Disclosure Scotland**

Where a Police Act 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 on our careers webpage: https://careers.nhslothian.scot/recruitment-of-people-with-convictions/

**Work Visa**

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found: https://www.gov.uk/government/organisations/uk-visas-and-immigration

**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.

**Data Protection Act**

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lothian Staff Privacy Notice, found at: http://intranet.lothian.scot.nhs.uk/HR/az/staffprivacynotice/Pages/default.aspx

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

**Counter Fraud**

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

**Workforce Equality Monitoring**

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

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

**Equal Opportunities Policy Statement**

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

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

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

**NHS Staff Benefits**

As a staff member in NHS Lothian, you will have access to a wide variety of offers and discounts from local and national businesses. For more information and to view these discounts, visit https://www.nhsstaffbenefits.co.uk/

|  |
| --- |
| Section 10: Staff Support & Wellbeing |

**Supporting the work life balance**

NHS Lothian is committed to supporting our staff achieve a good work life balance. We have several policies in place to support this ranging from flexible work location to career break, full details of all the policies can be found at https://workforce.nhs.scot/

**Carers Passport**

NHS Lothian has introduced a Carers Passport which is intended to help support staff with caring responsibilities manage their work and caring responsibilities. Completion of the passport is voluntary, and it designed to be completed with reference to the NHS Scotland Workforce Policies: https://workforce.nhs.scot/ which support work life balance e.g. Flexible Work Pattern, Flexible Work Location and Special Leave.

**Staff Support and Wellbeing**

NHS Lothian’s vision is to promote, support and encourage staff to look after their own health, wellbeing and resilience (self-care). We have a wellbeing strategy and run regular events across the year on different health and wellbeing topics. https://org.nhslothian.scot/strategies/work-well-staff-wellbeing-strategy/

We have a range of support options for our staff, these include staff counselling, peer support, ‘Here 4 U’ our psychological support service, staff listening service and occupational health.

|  |
| --- |
| Section 11: Equality and Diversity |

Statement of Intent

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. Working with our Staff Networks and Staff Side Organisations, we have agreed a Statement of Intent in relation to equality, diversity and inclusion as follows:

We continue to learn and build on our inclusive culture to make NHS Lothian a great place to work where our staff feel respected and valued. We are committed to recruiting a workforce that fully reflects and embraces the diverse make-up of our society. At NHS Lothian, we take a zero tolerance approach to discrimination and provide our staff with the leadership, tools and confidence to challenge discrimination and prejudice. We are a place where everyone can thrive and have good and respectful relationships with different groups of staff. Where everyone can develop and succeed based on their skill, knowledge and talent, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual​​​​​​​ orientation, marriage or civil partnership, pregnancy and maternity, socio-economic background, care experience or anything else that can be used to differentiate people from one another. We offer first-class flexible working benefits, excellent employee well-being support and a great pension. We are fortunate to have a range of excellent Staff Networks and are proud to be a Disability Confident, Carer Positive and Living Wage Accredited employer with a partnership agreement with Trade Unions. We will fully support candidates with a disability, long-term condition or who are neurodivergent, and require adjustments in our recruitment process. We actively welcome applications from anyone who shares our commitment to equality and inclusion.

**Equality and Human Rights Strategy 2023 – 2028**

NHS Lothian wants to improve the health of everyone in Lothian so that everyone lives a longer, healthier life, with better experiences and outcomes including people who work for and with us. Our equality and human rights strategy supports us to put equality and human rights at the centre of everything we do so that we achieve these aims and meet our legal requirements. It sets out six strategic priorities – each on helping us understand and act on the experiences and needs of people who work for us and use our services. Our priorities are:

1. Equality and human rights are a central part of our planning, decision-making, delivery and reporting.
2. We are an anti-racist organisation, and our work helps to eliminate racism and remove racialised inequalities and prejudice.
3. We anticipate and meet the needs of disabled people so they can access services, employment opportunities and have better outcomes.
4. We are gender inclusive, we do not discriminate on grounds of sex or gender identity and our work helps to tackle persistent gender inequalities.
5. We support people who use our mental health services and people with dementia to know about and claim their rights, and to make decisions about their care and treatment.
6. We reap the benefits of equality and human rights education and training.

**Anti-racism**

As a healthcare provider and employer NHS Lothian has a duty to stop racism, inequality, and discrimination. We have acknowledged and apologised for NHS Lothian’s historical connections with transatlantic slavery and the impact on all the people who suffered. We are implementing recommendations made by an Independent Advisory Group to ensure we learn from our past and build a better future for everyone. More information, including a short video, is available on the NHS Lothian website: https://org.nhslothian.scot/aboutus/atlantic-slavery-and-the-royal-infirmary-of-edinburgh/

We have launched our anti-racism campaign, ‘We are NHS Lothian’: https://www.facebook.com/lothian.nhs/videos/927242979125104/ to encourage everyone to understand and acknowledge racism and take action to eliminate it. The campaign aims to drive forward the work NHS Lothian has started to achieve meaningful change in the diversity of its workforce and to embed a respectful, tolerant and inclusive culture for everyone.

**Reasonable Adjustments**

NHS Lothian strives to be an exemplary employer and an “employer of choice” by doing the following to support disabled staff:

* Creating a positive organisational culture where every individual employee is valued for the specific skills that they bring with them into the workplace;
* Enabling staff to feel empowered and to speak up when they require support;
* Helping staff to feel safe in sharing their personal information regarding their disability in order that the organisation can continue to improve support and awareness for the benefit of everyone;
* Creating a management culture where supporting disabled staff is delivered in a positive manner and based upon the desire to retain valuable skills within the organisation and not solely on any legal requirement to do so.

NHS Lothian recognises it has a duty to make reasonable adjustments for disabled applicants and employees. NHS Lothian aims to ensure that it takes all reasonable steps to remove or adapt any provision, criterion or practice, or physical feature of premises that may put a disabled person at a disadvantage at any stage of employment. Wherever possible, we are committed to providing auxiliary aids and making sure information is provided in an accessible format to make sure disabled people are not put at a disadvantaged. Further information on the adjustments that may be made are outlined in our https://careers.nhslothian.scot/wp-content/uploads/2024/03/Reasonable-Adjustments-Guidance.pdf

**Disability Passport**

NHS Lothian has introduced a Disability Passport:

https://careers.nhslothian.scot/wp-content/uploads/2024/03/Reasonable-Adjustments-Guidance.pdf which is intended to guide a conversation between the staff member and their line manager to find the best ways to reduce barriers and enable staff to thrive in their roles. It provides a framework within which to discuss the staff member’s disability and what changes/adjustments can be made at work to assist them. Completion of the passport is voluntary, and it designed to be completed with reference to NHS Lothian’s Reasonable Adjustment Guidance.

**NHS Lothian Staff Networks**

There are currently seven NHS Lothian staff networks:

* **BME Network** - primarily aimed at NHS Lothian employees from Black or Minority Ethnic backgrounds but open to any staff interested in helping to improve inclusion in NHS Lothian.
* **Carers Network** – open to any member of staff who has an unpaid caring role
* **Care Experienced Network** – open to any member of NHS Lothian staff, with a focus on supporting Care Experienced staff.
* **Disabled Employee Network (DEN)** – open to any member of NHS Lothian staff who identifies as disabled, neurodivergent, or with a long-term health condition. You don’t need a formal diagnosis, and you don’t need to disclose your condition to your line manager or to other DEN members.
* **LGBT+ Staff & Allies Network** - primarily aimed at NHS Lothian employees who identify as LGBT+ but open those who identify as allies or have a positive interest in LGBT+ matters
* **Women’s Network** - a network for all to join, encouraging inclusion and diversity, regardless of gender identity
* **Young Employee Network** - primarily aimed at young NHS Lothian staff but no fixed age limit and open to anyone with a positive interest in the network’s ambitions

The networks have been established to advance equality for groups of staff we know are more likely to experience disadvantage, be under-represented or have different needs. They aim to provide peer support, social events, networking and a point of contact on equality and diversity issues. The networks are involved in creating the annual Advancing Equalities Action Plan and moving actions forward, thus helping to improve the working lives of all NHS Lothian staff.

Information about all staff networks can be found on the NHS Lothian website: https://staff.nhslothian.scot/staffnetworks/

Workplace Equality Monitoring

In order to monitor the organisation’s performance as an equal opportunity employer, NHS Lothian will request and retain data on the protected characteristics of its workforce. This data is processed and retained in line with the Data Protection Act 1998. The disclosure by applicants and staff of their protected characteristics is voluntary but this data is invaluable to NHS Lothian as it enables accurate review of progress and highlights any areas where NHS Lothian is failing to advance equality. The data is anonymised prior to analysis, review and reporting. It plays no part in making decisions about individual employees. Its function is to help make evidence based decisions about the organisation’s equality performance in relation to employment.

**Equality, Diversity and Human Rights Strategy**

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian. As outlined in our Statement of Intent, we are committed to encouraging equality and diversity among our workforce, and seek to eliminate discrimination. The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best. Our Equality, Diversity and Human Rights Strategy: https://org.nhslothian.scot/equality-human-rights/ sets out our commitment to these principles and sets out the approach to be followed to ensure that these principles are consistently met.

**Equality and Human Rights Team**

NHS Lothian has an Equality and Human Rights Team who can provide advice and guidance on equality and human rights compliance and best practice in NHS Lothian. They can be contacted by emailing loth.equalityandhumanrights@nhslothian.scot.nhs.uk