

**JOB TITLE: Subspecialty Training in Advanced Stroke Medicine in Scotland (Note all posts irrespective of location are advertised through NHS Lothian)**

**JOB REFERENCE: TG 1481 JOBTRAIN REFERENCE: 033145**

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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.**

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

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

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

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**Section 1:**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and****Training** | * GMC registered medical

practitioner * Licence to practice in UK
* In a Group 1 Medical specialty training number eg NTN
* MRCP (UK) full diploma
 | ALS training up to date |
| **Experience** | Evidence of completion of stage 1 Internal Medicine training, i.e. IMT3 completed. Trainees from non-Group 1 specialties without this would be considered if IMT3 capabilites are achieved during stroke training (this will prolong training).NTN in relevant Group 1 specialty (geriatrics, neurology, clinicalpharmacology, acute internal medicine, cardiology). Trainees with NTN in Group 2 speciaties should discuss with the Training Programme Director for stroke prior to application; training is possible but will incorporate additional IM training. | Evidence of working on a modern stroke unit |
| **Ability** | Ability to take responsibility for independent management of patients and ability to know when to seek assistanceAbility to communicateeffectively and clearly withpatients and other teammembersUsing initiative to problem solve to ensure patient care | Resourcefulness at making the most of limited resources to improve patient care |
| **Academic****Achievements** | MRCP (UK) full diploma | Evidence of interest inresearch activity andpresentations in StrokeMedicine |
| **Teaching and Audit** | Evidence of commitment to:clinical auditformal and informal teaching and training of trainee doctors, medical students and otherclinical stafflearning and continuingprofessional development | Experience of designing usefulclinical audits  |
| **Motivation** | Evidence of commitment to:patient-focused care effective and efficient use of resources | Desire to develop services for stroke patientsEvidence of plan to use advanced stroke training in due course at consultant level |

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**Section 2:**

**Introduction to Appointment**

|  |  |  |
| --- | --- | --- |
| **Team Working** | Ability to work in a team with colleagues in own and other disciplinesAbility to organise time efficiently and effectivelyReliabilityExcellent communication skills |  |
| **Circumstances of****Job** | Willingness to work at any of sites near to the base hospital if that provides useful Stroketraining experience |  |

**Job Title:** Subspecialty Training in Advanced Stroke Medicine (Note this applies to all Regions in Scotland)

**Department:** Medicine

**Base: For February Start available posts are:** Queen Elizabeth II University Hospital, Glasgow (3 posts), Aberdeen Royal Infirmary / Raigmore Hospital (1 post), Ninewells Hospital, Dundee (2 posts), Royal Infirmary Edinburgh (1 post)

Candidates will be expected to express a preference for one of the sites for their training. Allocation to one of these regional training centres will be based on the trainee’s preference, score at interview and post availability - and will be agreed at the time of acceptance of the post.

You may also be required to work at any of NHS sites near to the base hospital if this provides useful Stroke experience.

**Duration of Training post:**

The post is in general considered a 12 month (full time) training post. For some Group 1 specialties e.g. Geriatrics, the post may be a minimum of six months or maximum of 12 months full time. The duration will depend on a gap analysis of the Trainee’s stroke training, discussion with the Trainee and their parent specialty training programme director. The final duration will depend on approval from the Associate Postgraduate Dean for Stroke and the Deanery.

**Start date:**

For most posts the start date will be the beginning of February 2024. However, the new curricula in parent specialties require flexibility and we aim to provide this as far as possible.

**Post Summary:**

These posts offer Subspecialty Training in Advanced Stroke Medicine to prepare the post holder for a lead role in Stroke Services. Successful training will contribute towards Sub-Specialty Accreditation in Stroke Medicine through the Joint Royal Colleges of Physicians Training Board (JRCPTB).

The post is available to trainees from several different Parent Specialties: Geriatric Medicine, Acute Medicine, Neurology, Rehabilitation Medicine or Clinical Pharmacology & Therapeutics.

Training can be individually tailored, according to the post holder’s background specialty, to ensure all aspects of the JRCPTP Stroke Medicine Syllabus is covered. The subspecialty of Stroke Medicine and these Stroke Training Posts, have been officially recognised by the JRCPTB and the GMC.

The post itself and the units through which it rotates have gained approval for training from the Royal College of Physicians and the JRCPTB.

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**Section 3:**

**Departmental and Directorate Information**

**Section 4:**

**Main Duties and Responsibilities**

The training will be centred mainly at one of the five base Teaching Hospitals: A] Royal Infirmary of Edinburgh, or B] Queen Elizabeth II University Hospital, C] Aberdeen Infirmary / Raigmore Hospital or D] Ninewells Hospital, Dundee.

1. troke training may involve rotation to other services within the local vicinity of the base hospital (both stroke specific and others). Individual training needs will be taken into account to determine the precise location of training for each trainee.

**Clinical:**

The trainee will be able to gain closely supervised experience in the following areas:

***Diagnosis and assessment –*** the trainee will, with supervision from one or more of the senior members of the department, assess in detail large numbers of patients admitted to the base hospital with a possible stroke. The trainee will be expected to present the cases, with their diagnostic formulation, at the weekly meeting of the stroke physicians and neuroradiologists (meetings depend on region and not all regions have neuroradiology and stroke physician weekly meetings). The patients' investigations are reviewed and interesting management points discussed.

The trainee will be a member of the Acute Stroke Team which assesses patients in the Emergency Department or Acute Receiving Unit/ Medical Assessment Unit who may benefit from treatment with thrombolysis or other acute treatments.

This will provide the trainee with supervised experience in hyper-acute diagnosis, assessment, thrombolysis and randomisation in acute stroke trials which are increasingly important parts of stroke medicine. A telemedicine service to support thrombolysis is installed. Thrombectomy is being rolled out across Scotland.

***In addition, the trainee will assess new patients presenting to the frequent neurovascular clinics. These clinics attract patients with transient ischaemic attacks, minor strokes and a wide range of conditions, which may mimic them. They offer same day CT and Duplex scanning. The trainee will discuss the diagnosis and management of each patient with senior stroke clinicians, who are able to review the trainee’s findings if necessary. Patients are currently being seen within a few days of referral.***

***Acute General Treatment –***The trainee will be involved in the day to day management of admitted stroke patients throughout his training. This training will take place in the context of a service where there is systematic recording of post stroke complications and studies of their aetiology and the effectiveness of treatments. For example, the trainee will be involved in a variety of Multi-centre Randomised Controlled Trials (RCTs). The trainee will be encouraged to develop their own approach to dealing with the difficult ethical issues surrounding the management of patients with severe strokes

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***Acute Specific Treatment –*** The stroke centres across Scotland are involved in the evaluation of several multicenter randomised controlled trials of treatments. The trainee will be encouraged to take part in the available trials.

***Neurovascular imaging -*** The trainee may attend the daily neuroradiology meetings (where available) and in some sites, the weekly stroke register meetings (where available). In addition there are weekly meetings where the radiological findings are demonstrated. He/she will gain experience in CT, CTA and MR interpretation and may potentially learn to perform transcranial Doppler sonography and Carotid Duplex. The trainee will therefore be exposed to modern imaging techniques but in an environment where their usefulness is being rigorously assessed.

***Rehabilitation –***The trainee may work as part of one of our multidisciplinary stroke teams and will be provided with supervised training in all aspects of multidisciplinary work including:

Chairing team meetings

Goal setting

Discharge planning

The trainee will have the opportunity to work closely alongside the various members of the team, e.g. physiotherapy, OT and speech and language therapy, to gain insight into their roles.

***Secondary Prevention –***The trainee will, under supervision, be expected to initiate plans for preventing further vascular events in both inpatients and outpatients. This will include the assessment of patients who might benefit from carotid surgery, dual antiplatelet therapy and anticoagulation.

***Audit -*** Much of our research has been devoted to developing appropriate methods and tools to monitor the quality and effectiveness of stroke services. The trainee will be involved in the National Stroke care Audit System – this comprises a register of patients with collection of data on process and outcomes of care. We have a Stroke Audit Co-ordinator in most of the base hospitals.

***Service Organisation –*** the trainee will be working within a service, which has evolved over many years. It has at different times incorporated a roving stroke team, a stroke family support worker, and a medical assessment unit and both onsite and offsite stroke rehabilitation units. Thus the trainee will have an opportunity to explore different ways of delivering stroke services. The traiee may attend management meetings, such as departmental Stroke planning meetings which will provide experience in how services can be co-ordinated across a region. They will be encouraged to have brief visits to other units, which offer different types of service.

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The Stroke trainees will regularly be members of the Acute Stroke Team (Stroke consultant and Specialty Trainee). They will be responsible for the acute assessment and treatment of patients with hyper-acute stroke. They could supervise FY1 & 2 doctors in assessment of new stroke admissions to the Unit. In addition they would see patients referred by GPs and other specialties in acute receiving units or on non stroke wards.

**Out of Hours Commitments:**

These duties would be in addition to out of hours duties. There may be some variability in out of hour duties across centres. Trainees will be expected to contribute to the Stroke rota. In some centres and gradually across Scotland, rotas will include acute neurology on call (supported by on call consultant neurologists). This will enable to trainees to gain experience in acute neurology and stroke mimics. This aspect of training has been identified as very useful to training for a long term career in stroke. The postholder will, in some sites, be part of a relatively limited contribution to the Hospital at Night team rota, with appropriate associated on call additional salary.

**Location:**

It is anticipated the principal base of work will be Royal Infirmary of Edinburgh or Glasgow Queen Elizabeth University Hospital or Aberdeen Infirmary or Dundee Ninewells Hospital.

As part of your role, you may be required to work at any of NHS sites local to the base teaching hospital.

**Additional Duties**

**Provide high quality care to patients:**

Maintain GMC registration and hold a licence to practice

1. evelop and maintain the competencies required to carry out the duties of the post
2. nsure patients are involved in decisions about their care and respond to their views

To take joint responsibility for maintaining the stroke service including the stroke rota for stroke clinics, stroke outreach and stroke unit duties

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**Section 5:**

**Contact Information**

**Medical Staff Management:**

To work with colleagues to ensure junior d octors’ 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

**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

1. ole model good practice for infection control to all members of the multidisciplinary team
2. **trategy and Business Planning:**
3. o 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 local NHS sites 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 local NHS and departmental guidelines on leave including reporting absence Adhere to local NHS values

Applicants should contact:

Dr Myles Connor (National Training Programme Director)

myles.connor@nhs.scot

For further information. Dr Connor will put trainees in contact with Local Stroke Leads in the various regions as appropriate.

**NOTE THE INFORMATION THAT FOLLOWS IS SPECIFIC TO NHS LOTHIAN (THE HOST REGION FOR SCOTLAND WIDE STROKE POSTS. INFORMATION ABOUT OTHER REGIONS IS AVAILABLE ON REQUEST.**

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**Section 6:**

**Working for NHS Lothian**

**Working in Edinburgh and the Lothians**

**Who are we?**

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

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

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

Further information about Edinburgh and NHS Lothian can be found at 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 .

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**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

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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

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**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 ca re, 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.

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**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 7:**

**Terms and Conditions of Employment**

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

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| **TYPE OF****CONTRACT** | FIXED TERM: 1 year |
| **GRADE AND****SALARY** | STR£33,884 - £53,280 per annum (pro-rata if applicable) |
| **HOURS OF WORK** | 40 HOURS PER WEEK |
| **SUPERANNUATION** | New entrants to NHS who are aged sixteen but underseventy 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 operates a No Smoking Policy in all premises andgrounds. |
| **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 has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work inthe United Kingdom. Before any person can commence employment within NHS 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. |

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| **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. 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, subjectto appeal against dismissal. |
| **PRINCIPAL BASE****OF WORK** | You may be required to work at any of NHS sites as part of your role. |
| **SOCIAL MEDIA****POLICY** | You are required to adhere to NHS’s Social Media Policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media. |

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**Section 8:**

**General Information for Candidates**

**Data Protection Legislation**

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lothian Staff Privacy Notice, found here on the NHS Lothian website.

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 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**

1. f 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
2. **ob 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.

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**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.
* 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.ukfor further details on how to apply.

**http://careers.nhslothian.scot.nhs.uk**