

**JOB TITLE: Locum Consultant in Oral Medicine**

**JOBTRAIN REFERENCE: 203263**

**CLOSING DATE: 20 December 2024 INTERVIEW DATE: TBC**

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**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.**

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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.** |

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

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| **Section 1: Person Specification** |

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| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **How Assessed** |
| **Qualifications and Training** | Full registration with the United Kingdom General Dental Council (GDC)  On the GDC Specialist register in Oral Medicine or within 6-months of eligibility for inclusion  Possession of Certificate of Accreditation or a CCST or eligibility for CCST in Oral Medicine | Full registration with the United Kingdom General Medical Council (GMC) with a current Licence to Practice  Intercollegiate Specialty Fellowship Examination in Oral Medicine or equivalent  Fellowship in Dental Surgery or Membership of one of the Faculties of Dental Surgery or equivalent  Additional post-graduate qualifications, e.g. MD/ PhD/MSc | CV, interview & Documentation |
| **Experience** | Successful completion of a specialist training programme in Oral Medicine, or within 6 months of completion of such training | Experience working with related medical disciplines in addition to that needed for specialist training | CV, interview & Documentation |
| **Ability** | Ability to take full responsibility for independent management of patients  Ability to communicate effectively and clearly with patients and other team members | Evidence of working with an interdisciplinary medical team for the safe management of the Oral Medicine patient | Interview |
| **Academic Achievements** | Ability to appraise scientific literature  Evidence of teaching activity and presentations  Evidence of poster or oral presentations at national or international meetings | Evidence of research and publications in peer reviewed journals | CV & Documentation |
| **Teaching and Audit** | Evidence of commitment to:  Quality improvement activity  Formal and informal teaching and training of foundation and specialty trainee doctors and dentists and other clinical staff  Personal learning and continuing professional development | Evidence of training in clinical and / or educational supervision  Formal educational qualification  Experience in delivery of didactic teaching | CV &  Documentation |
| **Motivation** | Evidence of commitment to:  Patient-focused care  Continuous professional development and life-long learning  Effective and efficient use of resources  Developing and improving services to meet changing healthcare demands | Evidence of experience in service development activity  Evidence of training and experience in driving institutional change processes including support for colleagues  Evidence of structured training delivered to medical and dental postgraduates with documented feedback | CV, Interview & Documentation |
| **Team Working** | Evidence of successfully leading or managing a team through a project to completions  Evidence of ability to organise time efficiently and effectively  Excellent communication and interpersonal skills | Evidence of ability to motivate colleagues  Evidence of managerial training and experience | Interview and documentation |
| Circumstances of Job | May be required to work at any of NHS Lothian’s sites |  |  |

Footnote

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

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

**Job Title: Locum Consultant in Oral Medicine (0.4 WTE) Fixed Term (9 months)**

**Department: Oral Health Service**

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

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

**Post Summary:**

This 4 PA locum consultant post (9 months) offers an opportunity for the appointee to be an integral member of the oral medicine team based at Edinburgh Dental Institute (EDI). They will work very closely with the oral surgery and paediatric dental teams at the EDI and the Royal Hospital for Children and Young People (RHCYP) and to provide clinical care for patients presenting with oral mucosal disease, salivary disorders, oral mucosal dysplasia and facial pain. There are additional links with the oral and maxillo-facial service based at St John’s hospital in Livingston.

The postholder will be expected to play a role in developing an efficient and effective oral medicine service within the EDI to best meet the needs of patients within avaliable resources.

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

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

NHS Lothian

NHS Lothian was created on 1 April 2004 following dissolution of 3 Trusts: Lothian University Hospitals Trust, Lothian Primary Care Trust and West Lothian Trust. Professor Caroline Hiscox is Chief Executive and Dr Tracey Gillies is Medical Director.

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

* University Hospitals Division
* Community Health Partnerships

University Hospitals Division

The University Hospitals Division provides a full range of secondary and tertiary clinical services to the populations of Edinburgh, Midlothian, East Lothian and West Lothian. The Division is one of the major teaching centres in the United Kingdom.

Hospitals included in the Division are:

The Royal Infirmary of Edinburgh

The Western General Hospital

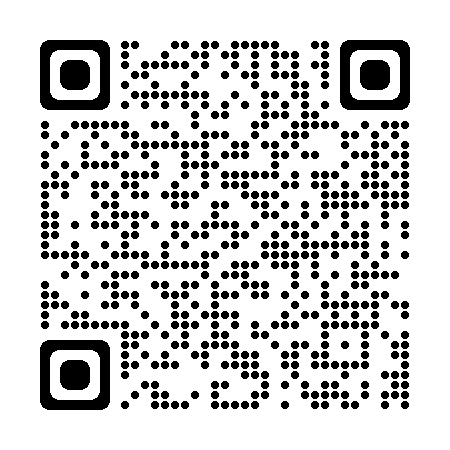
The Royal Hospital for Children and Young People, Edinburgh

St John’s Hospital

Edinburgh Dental Institute

Royal Victoria Hospital

Liberton Hospital

The Princess Alexandra Eye Pavilion

More details can be found here:

NHS Lothian – NHS Lothian

**Royal Infirmary of Edinburgh (RIE)** is a recently built, major teaching hospital on a green field site in the Southeast of the city of Edinburgh (Little France). It comprises some 25 wards, 869 beds, and 24 operating theatres, and is equipped with much state-of-the-art theatre and critical care equipment and monitoring. Within the main building is a dedicated, multidisciplinary, 5 theatre day surgery complex. The hospital provides for most Medical, and the following surgical, specialities:

General

Vascular

Hepato-biliary and Transplant

Cardiac and Thoracic

Elective Orthopaedics

Orthopaedic Trauma

Obstetrics & Gynaecology

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

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

### Surgical

Neurosurgery

Colorectal Surgery

Urology and Scottish Lithotripter Centre

Breast Surgery

ENT Surgery

### Medical

General Medicine

Gastro-Intestinal

Neurology

Endocrine and metabolic

Cardiology

Respiratory

Rheumatology

Infectious Diseases

Haematology Oncology

Medical Oncology

Radiation Oncology

Inpatient Dermatology (Dermatology outpatients are seen in the Lauriston Building, collocated with EDI)

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

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

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

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

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

Obstetrics & Gynaecology

Child Health including Paediatrics and community child health.

The regional Burns and Plastic Surgery unit for SE Scotland

Oral and Maxillofacial Surgery

ENT

Critical Care (ITU, HDU and CCU)

Accident and Emergency

General Surgery

Orthopaedics

Anaesthetics

Mental Health including ICCU and ICPU

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

**Health Social Care Partnerships**

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

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

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

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

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

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

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

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

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

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

Oral Health Service

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

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

The mission of the Oral Health Service is to

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

The OHS aims to:

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

**NHS Leadership**

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

Graeme Wright is the Clinical director of the NHS Lothian Oral Health Service and is the Professional Director of Dentistry for NHS Lothian

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

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

**The Edinburgh Dental Institute**

The Edinburgh Dental Institute (EDI) is the base for consultant led care in oral medicine in Lothian and opened in November 1997 on the Lauriston site. It is in the Lauriston building with staff and patients benefit from facilities within premises on the second, third and fourth floors.

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

The Dental Institute provides all aspects of specialist dental treatment and forms the clinical focus for the Dental Institute of the College of Medicine and Veterinary Medicine of the University of Edinburgh.

EDI has close working links with the oral and maxillofacial surgery service that is part of the head & neck directorate, acute division of NHS Edinburgh and the Lothians University Hospital Division (UHD), based at St John’s Hospital in Livingston. Additionally, the outpatient dermatology, ENT and ophthalmology services are co-located with EDI giving unrivalled opportunities for development of the clinical service, research, and teaching across a wide range of areas and interests.

In addition, with the formation of the OHS, there is a close working relationship between the specialist teams based in EDI and colleagues working within the Public Dental Service (PDS). This is particularly relevant to the advertised role which involves close collaboration with colleagues in the special care dentistry team working within the PDS in the management of patients with a range of oral care issues.

The Institute provides Consultant led services in:

* Oral medicine
* Oral surgery
* Orthodontics
* Paediatric dentistry
* Restorative dentistry
* Oral & maxillofacial radiology

The Lauriston site has the following facilities:

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

Oral surgery and oral medicine

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

Paediatric dentistry

* 14 open surgeries
* 3 closed surgeries

Orthodontics

* 9 open surgeries
* 3 closed surgeries

Restorative dentistry

* 17 open surgeries (including 10 mainly used by the school of hygiene therapy
* 3 closed surgeries

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

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

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

There are hospitality areas on both the 2nd and 4th floors of the Institute. Staff also have access to a staff room with excellent facilities for rest breaks.

Leadership

The Professional Director of Dentistry for NHSL is Graeme Wright

The General Manager of the Oral Health Service is James Steven

The Clinical Director for the EDI / secondary care is Graeme Wright

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

Clinical and academic staff

Consultant and SAS Staff

Adrian Pace-Balzan Consultant in Restorative Dentistry (H&N team)

Vacancy Consultant in Restorative Dentistry (H&N team)

Vacancy Consultant in Restorative Dentistry (Hypodontia)

Laura Bryce Consultant in Oral Surgery (Professional Lead)

Vicki Greig Consultant in Oral Surgery

Ailish Clark Consultant in Oral Surgery

Ailsa Morrison Consultant in Oral Surgery

Mairi Jamieson SAS Dentist in Oral Surgery

Melanie Watson SAS Dentist in Oral Surgery

Philip Lamey Consultant in Oral Medicine

William Harrison Consultant in Oral Medicine

Vacancy (this post) Locum Consultant in Oral Medicine

Carrie Whyte Consultant in Orthodontics

Nirmal Shah Consultant in Orthodontics

Niall McGuinness Consultant in Orthodontics

Colin Ritchie Consultant in Orthodontics (Professional Lead)

Alex Keightley Consultant in Paediatric Dentistry (Professional Lead)

Scott Wright Consultant in Paediatric Dentistry

Graeme Wright Consultant in Paediatric Dentistry

Fiona Lafferty Consultant in Paediatric Dentistry

Charlie Maran SAS Dentist in Periodontics

Senior Clinical Lecturers

Louise O’Dowd Senior Clinical Lecturer & Hon Consultant in Restorative Dentistry. (Professional Lead)

Richard Ibbetson Senior Clinical Lecturer in Restorative Dentistry

Noland Naidoo Senior Clinical Lecturer in Restorative Dentistry

Marialena Cresta Senior Clinical Lecturer & Hon Consultant in Endodontics

Krish Bhatia, Senior Clinical Lecturer & Hon Consultant in Prosthodontics

Photini Papacharalambous Senior Clinical Lecturer in Prosthodontics

Steve Bonsor Senior Clinical Lecturer in Endodontics

Joanne Peat Senior Clinical Lecturer in Endodontics

Antoniella Busuttil-Naudi Senior Clinical Lecturer & Hon Consultant in Paediatric Dentistry

Other academic staff

Steve Bonsor Programme Director - Online MSc in Restorative dentistry

Liz Connor Interim Programme director for the SoHT / Lecturer in Oral Health Sciences

Zöe Coyle Lecturer in Oral Health Sciences

Lucy Sheerins Lecturer in Oral Health Sciences

Andreana Austin Specialty Dentist (OHS)

Trish Granger Specialty Dentist (OHS)

Elizabeth-Jane Millen Specialty Dentist (OHS)

Donald Thompson Consultant in Oral & Maxillofacial Radiology (within Radiology Directorate)

Brendan Conn Consultant in Oral Pathology (within Pathology Directorate)

There are specialty registrar training posts in restorative dentistry, oral surgery, orthodontics and paediatric dentistry. In addition, there are post CCST fellowship posts in orthodontics and paediatric dentistry

NES also supports the orthodontic therapy and dental nurse training within the Dental Institute. The MSc programme, by distance education, is supported by a programme director, and on-line tutor posts, resourced through the programme’s business plan

Department of Oral Medicine

# Staffing

The Oral Medicine department has one full time substantive consultant and a 0.8WTE substantive consultant. At present, this is supplemented with this additional locum consultant post 0.4WTE fixed term,to meet current increased service pressures. Whilst the total consultant WTE numbers as below have been set to address exceptional service demands, the long-term WTE requirement for the department will be determined by the senior management team as part of the service redesign led by the substantive consultants.

Professor Philip Lamey Consultant in oral medicine (1.0WTE)

Vacancy (this post) Locum consultant in oral medicine (0.4WTE)

William Harrison Consultant in oral medicine (0.8WTE)

Accommodation

Centrally located on the third floor of the Lauriston Building, the oral medicine department has access to 4 closed surgeries shared with oral surgery. Administrative accommodation is within an open plan office area on the fourth floor where secretarial and administrative support is also provided.

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

Clinical Services

Oral medicine works with oral surgery as one of the major clinical groups in the Institute with one Professional Lead overarching both specialties. Currently the Professional Lead is Laura Bryce, Consultant in Oral Surgery. Oral Medicine provides a consultant-led secondary care service for the population of Edinburgh and the Lothians. Referrals are received from local dental and medical practitioners, the Public Dental Service as well as tertiary referrals from other hospital specialties in both dentistry and medicine. Oral medicine has close working relationships with oral surgery, paediatric dentistry, orthodontics and restorative dentistry. An excellent supporting service is provided though the maxillofacial radiology team and the oral pathology service.

A major responsibility of the consultant staff is the provision of advice for referring general dental practitioners, as well as treatment for patients requiring specialist services who fall into priority groups for care.

**The appointee to this consultant post will be a key member of the Oral medicine team. Previous experience as a consultant in Oral medicine is highly desirable due to the degree of service pressure in Oral medicine in NHS Lothian.** There is a desire to develop the Oral Medicine service., to ensure a robust and efficient service delivery model which maximises the use of available clinical resource within the Oral Health Service.

This will include establishing and supporting working and training links with dental and medical related disciplines including related dental specialties, dermatology, rheumatology, haematology, gastroenterology, immunology and neurology/neurosurgery.

The appointee must also have excellent interpersonal skills and be able to work as part of a multi-disciplinary team and with hospital management. Involvement in the full activities of the department is expected including clinical teaching and training of junior hospital staff and where necessary postgraduate dental students. The Institute is recognised across the United Kingdom for its teaching and training in dentistry.

It is essential that the appointee:

* is on the specialist list in oral medicine, held by the UK General Dental Council
* or is an existing consultant within the NHS in the UK

It is highly desirable that the appointee:

* has previous experience as a consultant in oral medicine in the NHS

Please note, this is an exposure prone post and satisfactory pre-employment health screening is essential.

This is not a regional post.

**Out of Hours Commitments:**

* Out of Hours Commitments: Nil

**Location:**

* It is anticipated the principal base of work will be the Lauriston building but the postholder may be required to work at any of NHS Lothian’s sites.

**Provide high quality care to patients:**

* Maintain GDC specialist registration.
* Develop and maintain the competencies required to carry out the duties of the post.
* Ensure patients are involved in decisions about their care and respond to their views.

**Research, Teaching and Training:**

* The candidate will be offered the opportunity to contribute to Continuing Professional Development for dentists and doctors and all members of the dental team through Section 63 and other courses. The Institute is the home of the CPD and Vocational Training activities of NES through the Edinburgh Dental Education Centre.
* In addition, the postholder will also be expected to participate in issues relating to clinical effectiveness, share in the administrative tasks in the Department and Institute as a whole, and provide consultant cover as agreed.
* At present there are no ST Oral Medicine posts based at EDI.

**Medical Staff Management:**

* To work with colleagues to ensure junior dental staff 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 dental staff and to ensure that there is appropriate cover within the clinical areas.
* To participate in the recruitment of junior dental staff as and when required
* To participate in team objective setting as part of the annual job planning process

**Governance:**

* Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
* Ensure clinical guidelines and protocols are adhered to by dentists in training and updated on a regular basis.
* The Oral Medicine teams within Scotland work together in governance issues and meet as a group every 3 months. The appointee will be fully supported by the OHS to engage and participate fully with this.
* Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director
* Role model good practice for infection control to all members of the multidisciplinary team

**Leadership and Team Working:**

* To demonstrate excellent leadership skills regarding individual performance, clinical teams and NHS Lothian and when participating in national or local initiatives
* To work collaboratively with all members of the team
* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
* Adhere to NHS Lothian and departmental guidelines on leave including reporting absence.
* Adhere to NHS Lothian values.

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| **Section 5: Indicative Job Plan** |

**Post:** Locum Consultant fixed term (9 months)

**Specialty:** Oral Medicine

**Principal Place of Work:** Lauriston Building

**Contract:** 4 PAs

**Availability Supplement:** no

**Out-of-hours:**  no

**Managerially responsible to:** Mr Graeme Wright, Clinical Director EDI

**Indicative Job Plan**

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| DAY | TIME | **TYPE OF WORK** | **DCC** | **SPA** | **EPA** | **Total** |
| **Wednesday**  **Base**  **EDI** | 09.00- 13.00  13.00-17.00 | Clinical Care DCC  Clinical Care DCC | 1.0      1.0 |  |  |  |
| **Thursday**  **Base**  **EDI** | 09.00- 13.00  13.00-17.00 | Patient Administration DCC  SPA | 1.0 | 1.0 |  |  |
|  |  | Total PAs | 3.0 | 1.0 |  | 4.0 |

The exact daily timetabling of the job plan will be subject to change to meet requirements for developments in the Oral Medicine Service

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

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| **Section 6: Contact Information** |

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

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

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

Tel 0131 536 2373, Secretary 0131 536 3911

Email: graeme.wright@nhslothian.scot.nhs.uk

**Ms Laura Bryce, Professional Lead in Oral Surgery.** Edinburgh Dental Institute, 4th Floor Lauriston Building, Lauriston Place, Edinburgh EH39HA.

Tel: 131 536 1129

Email: Laura.Bryce3@nhs.scot

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

**Working in Edinburgh and the Lothians**

**Who are we?**

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

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

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

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| **TYPE OF CONTRACT** | FIXED TERM: INSERT DURATION |
| **GRADE AND SALARY** | INSERT GRADE  INSERT SALARY SCALE |
| **HOURS OF WORK** | XX 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. |

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| **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/

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| 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.

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| 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