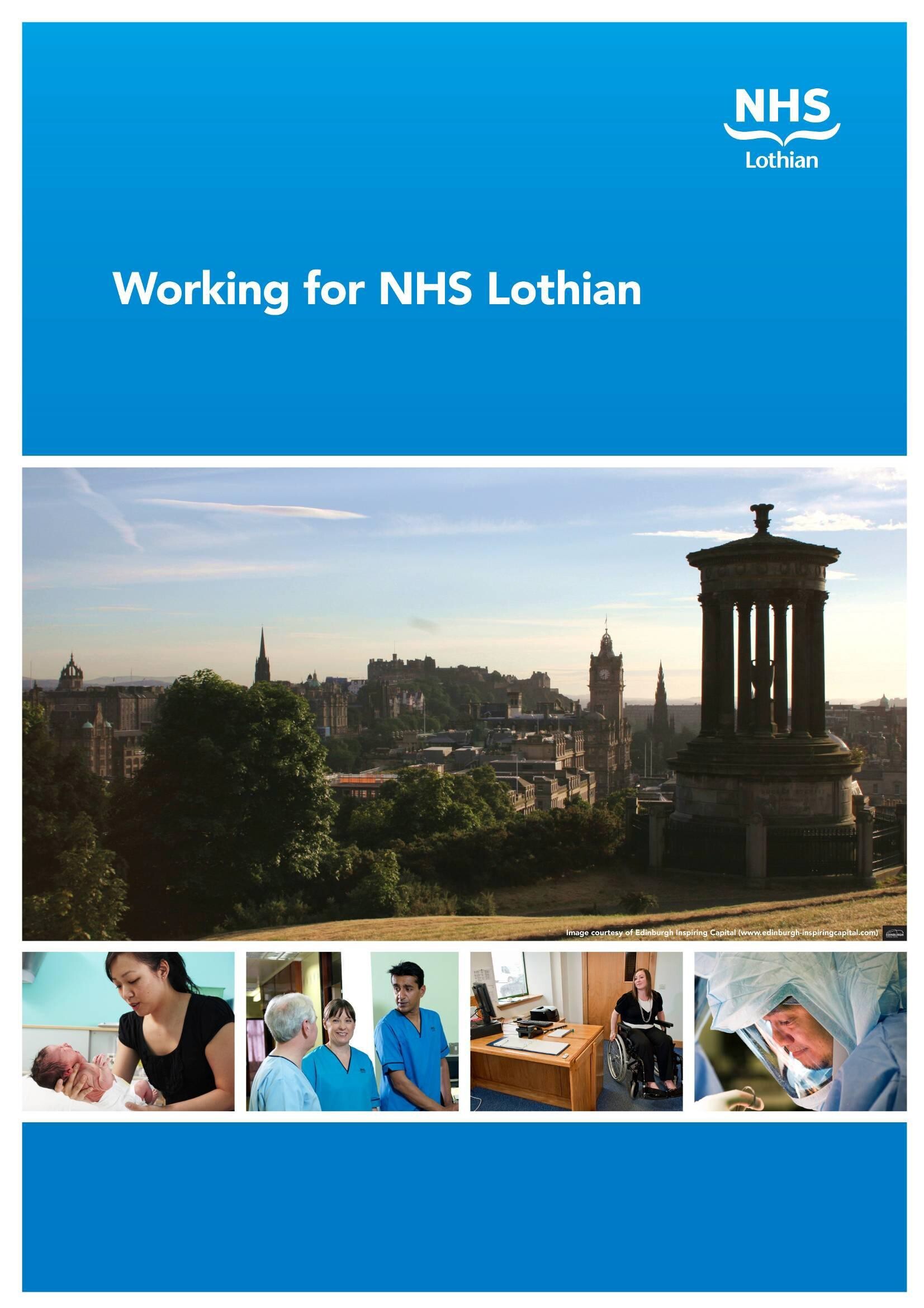
**http://careers.nhslothian.scot.nhs.uk**



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**Section 1: Introduction to Appointment**

**Reference Number:**

**Job Title: Specialist School Nurse Student**

**Grade: Band 5 during course (1 year).**

**Location: Queen Margaret University/NHS Lothian Community School Nursing Placement.**

**Contract Duration: 1 year (12 months) Fixed Term.**

**Hours: per week: 37 hours per week**

**Closing Date: 2nd December 2024**

**Salary Scale: Band 5 Salary £31,892**

Apply on-line **www.jobs.scot.nhs.uk**

# \*\*Please note – the e-mail address you provide on the application form will be used to communicate any further correspondence relating to this vacancy so please check your TRASH and SPAM folders\*\*

**This post requires the post holder to have a PVG Scheme membership/ record. If the post holder 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 they can begin in post.**



**Trainee School Nurse Opportunity**

**One year training, commencing in January 2025, facilitated by NHS Lothian** **and Queen Margaret University (QMU), leading to a permanent Band 6**, **School Nurse post on successful completion.**

An exciting opportunity for experienced nurses and midwives who are keen to pursue a career in school nursing and improve outcomes for children and their families. Successful applicants will commit to a permanent post that entails one-year of full-time study to undertake the *Post Graduate Diploma: School Nursing (Person Centred Practice)* (masters level 11) at QMU, Edinburgh, alongside practice placement in NHS Lothian. On completion of the programme and registration on Level 3 of the NMC register, you will automatically progress to a Band 6 school nurse. Successful graduates will be expected to consolidate practice within NHS Lothian for two years post registration.

**An application is required via the NHS Scotland Jobtrain website**

**To apply you must:**

* Be an experienced nurse or midwife currently on the NMC register
* Be free to undertake **full time** study commencing January 2025
* Be available forinterview
* Have the required academic credit rating/or evidence of recent study.
* Complete a 1500 word essay as part of the application process (more information when called to interview)

***Standard Entry***

If an applicant has obtained a relevant degree within the last 5 years at the time of applying, then this meets the academic criteria for Standard Entry to the programme

***Non-standard Entry Options***

* If an applicant has obtained a degree more than 5 years ago at the time of applying but has successfully completed further academic study at Scottish level 11 or equivalent within the last 5 years, then this meets the criteria for Non-standard Entry to the programme.
* If an applicant has obtained a degree more than 10 years ago but has completed Scottish level 11 study within the last 5 years then this meets the criteria for Non-standard Entry to the programme.
* If an applicant has no degree but has successfully completed other academic study at Scottish level 11 or equivalent within the last 5 years, this meets the criteria for Non-standard Entry to the programme.
* If an applicant has obtained a degree or other academic study at Scottish level 11 or equivalent, more than 10 years ago, then a discussion with the programme leader and health board recruiting manager is required **prior to applying.**

***Stand Alone Module***

If an applicant has no degree and has not completed any academic study at Scottish level 11 or equivalent, they will be required to complete the 20 credit stand-alone module from the programme, ”Ethical Judgements and Decision Making”, the current cost of this module is £1090

The health board may be able to advise on available funding opportunities to off-set this cost.

The supporting statement in **part one** of the application must include: your understanding of the School Nurse role and evidence of appropriate transferable skills, experience and supporting CPD activity, including leadership and caseload management plus your motivation and rationale for applying to become a school nurse and to study at master’s level.

* Please ensure that one of the two **references** requested is your line manager
* Current academic status mustbe included in **part 3** of the application to enable it to be assessed and progressed by QMU. This should include, for each qualification: the name of the academic qualification (do not include standard grade or Highers), the level of study e.g., Scottish level 9, 10 or 11 and the year the qualification was obtained. Any prior discussion and agreed outcome with QMU about academic credit rating must also be documented
* If called for interview you will submit a 1500 word admissions essay (submit to scphnadmissionessays@qmu.ac.uk)
* **If selected**, you will be required to complete a short online application to QMU so that they can formally offer you a place on the academic programme.
* Trainees follow the University calendar for all holidays during the course and cannot take leave out with this. Normal NHS leave is suspended during training.

**For further information contact: Mandy Lansley**

**Email address: Mandy.Lansley@nhs.scot**

**Lynne Darling, Programme Lead: LDarling@qmu.ac.uk**

Academic queries including establishing Or for further information: including your current academic credit rating to: permanent contract & funding info to:

# Section 2: Person Specification

**NHS LOTHIAN PERSON SPECIFICATION**

**Post: Specialist School Nurse (band 6)**

**PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

***please note essential criteria relating to:***

* + *Degree/Diploma in School Nursing*
  + *Experience of working with children and families in a community setting*
  + *Experience of child protection work and work with vulnerable families*

***is not applicable to student School Nurses at point of entry to the course)***

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| **Criteria** | **Essential** | **Desirable** | **How**  **assessed** |
| **Personal**  **traits:** | Understands and demonstrates the NHS Lothian’s values of quality, care | Motivated and committed to further develop skills | **A, I, R /**  **A, I, R** |
| and compassion, dignity, and respect, | and knowledge. |  |
| and openness, honesty and |  |
| responsibility through the application of |  |
| appropriate behaviours and attitudes. |  |
| Committed to the development and | **A, I, R** |
| maintenance of good relationships with |  |
| colleagues, patients, and the community. |  |
| Excellent communication skills (verbal | **A, I, R** |
| and written) with an ability to |
| communicate well with staff at all levels.  The ability to communicate with children and young people in Health promotion circumstances.  Discussion and teaching with education colleagues. |
| **Qualifications**  **and Training** | 1st Level Registered Nurse or Midwife & Registered School Nurse.  Postgraduate Diploma in Person Centred Practice: School Nursing  SCPHN-SN (Masters level 11)  Current NMC Registration | Evidence of recent continuing professional development  Further qualifications / training relevant to school nursing (e.g. child protection, GIRFEC, family support work, public health, health promotion) | **C, A / C, A**  **C / C C, A** |

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| **Experience**  **and Knowledge** | Experience of working with children, young people and families in a community school setting.  Experience of child protection work and work with vulnerable children, young people and families.  Evidence of leadership and managerial skills.  Willingness to undertake mentorship course if not already completed.  Evidence of using evidence-based practice.  Knowledge of NHS environment and current policies affect the health of the population | Experience in leading a team.  Experience of community development approaches  Experience in leading a team  Evidence of completing mentorship course.  Knowledge of research and evidence-based practice | **A, I, R / A, I**  **A, I, R / A, I**  **A, I, R /**  **A, I, C**  **I / A, I A, I**  **A, I** |
| **Skills and or Abilities:** | Capable of providing leadership and guidance to all staff and working under own initiative.  Ability to prioritise, supervise and effectively delegate tasks and responsibilities to staff.  Strong organisational skills  Competent in the use of various IT systems used in the community setting | Evidence of change management skills  Strong problem-solving abilities Champions promoting own field  of specialism across NHS  Lothian and beyond | **A, I, R / A, I**  **A, I**  **A, I, R /**  **A, I, R** |
| **Specific Job**  **Requirements** | Able to travel throughout Lothian - post holder may be required to work flexibly across several different sites around Lothian | Car driver with current driving licence | **C I** |

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| **Key – how assessed** | |
| **A** = Application form | **I** = Interview |
| **C** = Copies of certificates | **T** = Test or exercise |
| **P** = Presentation | **R** = References |

**Section 3: Job Description**

**JOB DESCRIPTION**

***(please note student School Nurses are appointed to band 5 during the course)***

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| 1. **JOB IDENTIFICATION**   Job Title: **Specialist School Nurse (Band 6)**    Responsible to (insert job title): Team/Development Manager  Department: Community Nursing  Directorate: Women & Children’s Directorate  Job Reference**: L-NUR-W&C-CN-SSN**  No of Job Holders: |
| **2. JOB PURPOSE** |
| The postholder will play a lead role in the provision of the refocused role for school nursing in Scotland with a focus on key areas of intervention and support for school age children and young people.  The postholder will be pivotal to interpreting and implementing service agenda’s and embed national policy direction locally within the designated educational and community settings they are responsible for; ensuring quality of care and consistency in the delivery of services across NHS Lothian.  The post holder will have day to day management responsibility for a designated school nursing team and will lead co-ordinate and supervise the school nursing team in the delivery of the School Nursing Pathway ensuring that the needs of the 5-19 school age population and their families are met. |
| **3. DIMENSIONS** |
| Population and demographic indicators of the area are:  To deliver a School Nursing Service for school age children and young people across Lothian.  There is no maximum caseload size. Referrals are accepted through an open referral system  The postholder will liaise with a number of professionals/agencies both internal and external on a daily basis  Staffing responsibilities:  The Specialist School Nurse has day to day managerial responsibility for a skill mix team including supervision and deployment of staff.  Financial/Budgetary eg ordering supplies, stock control  Authorised for ordering supplies and equipment  The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands |

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|  | Health Visitor Band 6 | |  |
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| Skill mix teams  Composition of Health Visiting teams is variable in each base. There are four bands of  staff that are managed by the Health Visitor including:  Band 5 Staff Nurse, Band 4 Nursery Nurse, Band 3 Health Assistant, Band 2 Clerical  /Admin assistant. | | | |

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| **4. ORGANISATIONAL POSITION** |
| Associate Nurse Director/or Area  Chief Nurse  Clinical Nurse Manager  Team/Development Manager  **School Nurse**  **Band 6**  Composition of a skill mix team within School Nursing includes Band 5 Staff Nurses, Band 3 Health Assistants and Band 2 Clerical /Administration staff. |
| **5. ROLE OF DEPARTMENT** |
| The main functions and objectives of the School Nursing Service are:   * Identifying the health care needs of the local population in partnership with colleagues in Health, Education, Partner agencies and involving children, young people, parents/carers and the community in general. * Planning developing, promoting and managing School Nursing Services to meet the health needs of the school age children population and service needs in line with local and national policies and priorities.   Delivering a robust Clinical Governance framework across all services |
| **6. KEY RESULT AREAS** |
| 1. To contribute to a whole school and community approach to health improvement addressing the determinants of health, promoting the participation of children and young people and the community to ensure NHS Lothian’s corporate and local objectives for school age children are met. 2. To demonstrate leadership and act as a positive role model for all staff, promoting team working whilst managing the day to day service provision through deployment of resources and delegation of staff, to ensure that effective, high quality, safe, patient centered care is appropriately delivered. 3. Responsible for the early identification and appropriate escalation of clinical risk. Aware of reporting systems (DATIX) and ensure the prompt management of critical incidents and complaints ensuring they are timeously reported, investigated and an action plan implemented. 4. Support the Development Manager/Clinical Nurse Manager to resolve complaints in line with NHS Lothian policy. Understand and share the learning points emerging from the investigation of complaints ensuring structured feedback systems are in place and support implementation of action plans to enhance the delivery of the service and improve family care experience. 5. Support the Team Leader/Development Manager to undertake risk assessment (including patient behaviour and working environment) and incident management including implementation of agreed action plans and associated learning to ensure ongoing compliance with related legislation and guidelines, including Health and Safety at Work Act and NHS Lothian Health and Safety policy and reporting systems, to safeguard patients, visitors and staff. 6. Contribute and actively participate in the development and implementation of local procedures, protocols and standards and implementation of corporate board policy ensuring adherence of staff at all times. Monitoring standards of care ensuring these comply with the defined policies, procedures, standards and protocols of the area to ensure delivery of a high quality service. 7. Actively contribute to the creation of an environment that supports assessment and learning of all staff providing mentorship and clinical supervision, to enable all team members to continuously update, develop and implement current knowledge and skills to meet changing needs of the service. Deliver and contribute to teaching / mentoring / coaching sessions as required including encouraging innovation. 8. Act as an educator/trainer/resource for school staff and parents/carers in relation to physical, social and emotional care and management of children and young people. This will include preventative health education and public health awareness within the school setting and /or wider community 9. To have direct involvement in the provision of clinical practice for pre-registration and appropriate post-registration students to ensure that appropriate learning opportunities are provided and students feel supported. 10. To act as a change agent and participate in specific projects regarding future service development, developing and implementing identified changes to the routine and delivery of routine care. |

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| 1. To monitor the use of resources available and work within the financial envelope. Authorised signatory for bank usage, orders supplies and sundries ensuring these are used economically. 2. Support and contribute to continuous quality improvement of families care through the use of audit and monitoring compliance to service and professional standards for example Clinical Quality Indicators (CQI) working in conjunction with the Team Leader/Development Manager to implement corrective action plans. Ensure appropriate audits are undertaken   **Clinical:**   1. Responsible for the assessment of the health and wellbeing needs of children and young people using a range of evidence based assessment models i.e. Getting it Right for Every Child, National Practice Model, ensuring compliance with policies, procedures, legislation and guidelines relating to child protection. 2. To fully assess children’s and families needs in line with national and local guidelines. Thereafter plan, implement and evaluate programmes of care. Responsible for a defined caseload, working autonomously to implement specific health care programmes by initiating and undertaking regular individual health interviews, assessments allowing the early detection of ill health and surveillance of high risk groups. 3. To provide School Nurse input in relation to Child Protection and other vulnerable children and participate in family assessment, planning and delivery of Child Protection services, including active involvement in the legal processes. To participate in regular supervision of child protection cases and work within the child protection policy’s and guidelines. 4. Working collaboratively with individuals and communities and all relevant agencies using community development approaches to make contributions to improve health, increase social inclusion, prevent ill health and reduce inequalities, and review practice accordingly. 5. To maintain effective written and verbal communications with families / carers and other members of the multidisciplinary team to ensure family needs are met and appropriate information is shared and documented. 6. To support NHS Lothian’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes. |
| **7a. EQUIPMENT AND MACHINERY** |
| The postholder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where  problems are identified these are resolved so that all equipment is fit for purpose.   * Responsible for the safe use, transportation and storage of all diagnostic and treatment equipment relevant to the post: * Measuring equipment e.g. weighing scale and height measure * Laptop/PC * Mobile telephone * Health Promotion resources   **Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided. |
| **7b. SYSTEMS** |
| The following are examples of systems which will be used when undertaking the role:   * To maintain accurate and up to date clinical records complying with the requirements for children and young people’s confidentiality and provide data for core surveillance. * To be aware of and comply with all NHS Lothian statutory policies and procedures and the NMC Code of Professional Practice and to complete statistical/informational returns as required by NHS Lothian. * HR Systems for recording staff information, training and activity * Supplies and equipment ordering systems * Monthly and annual audit forms * Parent and Child information recording systems * Range of systems/databases for report writing as required in role * Risk assessments * Patient Group Directions * Safe and secure storage of filing school health records in the community setting * Responsible for ensuring all equipment and stock is secure * Staff bank ordering system * Diary Management * TRAK * **Note:** New systems may be introduced as the organisation and technology develops, however training will be provided. |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| The postholder is expeted to co-ordinate the services in their area of responsibility within a highly devolved management structure. The postholder is accountable to the School Nursing Development Manager/Clinical Nurse Manager and through the Associate Nurse Director to the Director of Nursing for the delivery of corporate objectives related to Public Health Nursing.  Workload will be generated by an assessment of the needs of the school age population with whom the school nurse is working. The post holder will be expected to prioritise their own and the team’s workload on a daily basis and anticipate and resolve problems.    The post-holder will work without direct supervision and will delegate work to other members of the community team as necessary.  The post holder will be assigned work by the Team/Development Manager/Clinical Nurse Manager and will contribute to the development of specific areas of work within the wider context e.g. service development.  A performance review will be provided by the Development Manager/Clinical Nurse Manager and a personal and development plan agreed  Review of specific areas of work, such as Child Protection, will be provided by Child Protection advisers. |
| **9. DECISIONS AND JUDGEMENTS** |
| The post holder is expected to clinically and professionally on a daily basis, anticipate problems or needs in managing the team and resolve them autonomously e.g. staff management, utilization of resources.  The post holder will make clinical decisions regarding care within clinical/professional guidelines. Actively involved in case conferences and make decisions in conjunction with other professionals re; referral, support and management of children and families where there are concerns around the wellbeing of the child.    The post holder utilises resources and deploys staff to ensure correct and effective use of available skill mix. |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Support and protection of vulnerable children and young people which could include: court appearance / reports, multi agency meetings / forums (e.g. case conference, core group meeting) working with families identified as vulnerable / child protection issues. * Risk assessment of situations, Isolation, lone working and personal safety. * The emotional impact of working within a sometimes unpredictable and distressing community setting. Being able to deliver high quality care in a range of settings and balance conflicting priorities in addressing the health challenges/identified needs of the local population. * Managing a team of staff, dealing with all staff issues including annual leave, staff absences and resolving disputes. |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Communicate verbally and in writing to members of the multidisciplinary team - members of Education, Primary Health Care Team, Social Care; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy.  In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:   * The family / carer and the multidisciplinary team involved in the provision of care * Staff regarding care, allocation of work, workload issues * Partnership, Trade Union and Professional Organisation representatives in relation to service and staffing issues * NHS Lothian staff, ER, Finance, IT, Facilities, Clinical Education * Other NHS Services and Boards.   Effective multidisciplinary team communication including professionals in health, social work, education, allied health professionals and partner agencies.  Ability to overcome barriers to communication and apply alternative approaches e.g. school age children and young people with learning disabilities, literacy problems and language barriers.  Required as part of the role to be involved in the facilitation of health education of large groups of pupils in a classroom setting delivering information and leading discussions relating to a variety of health topics.  Responsible for chairing and facilitation of meetings, report writing, minute taking/writing/dissemination |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical Skills:**  Skills required to undertake clinical interventions and/or assessments e.g. health assessments (this list is not exhaustive and will vary depending on clinical area).  **Physical Demands:**  Regularly kneeling, stretching and bending for long periods. Carrying equipment daily.  Regularly working in cramped and restricted conditions. Stairs – frequently.  Stand/walking for the majority of shift.  **Mental Demands:**  Frequent concentration required whilst undertaking both managerial and clinical aspects of role which may be unpredictable and complex. The postholder will be subject to frequent direct and indirect interruptions.  The ability to act expediently and appropriately when responding to crisis situations. This happens on a frequent basis.  Ability to adapt to complex clinical situations when they arise, often without immediate medical support.  Prolonged concentration required when working with vulnerable families, court related work, i.e. precognitions, and report writing.  **Emotional Demands:**  Communicating with distressed/anxious/worried parents and carers. Supporting families with children with complex needs or life limiting illness.  Child death – occasionally.  Child abuse/vulnerability concerns – potentially on a daily basis. Domestic violence.  Family breakdown.  Balancing the demands of both NHS Lothian and independent contractors on a daily basis.  **Working Conditions:**  Exposure to body fluids.  Exposure to verbal aggression high frequency.  Home environments i.e. hygiene, ergonomics, pets, passive smoking on a daily basis. Travel in inclement weather | |
| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** | |
| * First level registration * Pg Diploma SCPHN-SN, (masters level 11). * Evidence of ongoing post registration personal/professional development * Demonstrate knowledge and understanding of current Public Health initiatives at National and local level * Knowledge of Getting it Right for every Child and the Children and Young Person (Scotland) Act 2014 * Knowledge and understanding of current Child Protection Guidelines/Procedures, local and national * Experience of working with children and young people. * Experience of staff supervision * Well developed communication and interpersonal skills, particularly influencing and negotiating skills. * General IT skills, including use of the computer to record and retrieve clinical information. | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description wil need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |
|  | |
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# Section 4: NHS Lothian Values into Action

NHS Lothian is determined to improve the way their staff works 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.

Our Values are:

* + Quality
  + Dignity and Respect
  + Care and Compassion
  + Openness, Honesty and Responsibility
  + Teamwork

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: www.careers.nhslothian.scot.nhs.uk

# Section 5: General Information for Candidates

**Data Protection Act 1998**

Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to the Human Resource staff.

# Counter Fraud

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

# References

All jobs are only offered following receipt of two satisfactory written references. At least one reference must be from your current/most recent employer, or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

# Disclosure Scotland

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

# Work Visa

If you require a Work Visa, please seek further guidance on current immigration rules which can be found on the Home Office website: www.gov.uk/government/organisations/uk-visas- and-immigration or visit our Careers website: www.careers.nhslothian.scot.nhs.uk/Careers/OverseasWorkers/Pages/default.aspx

# Overseas Registration and Qualifications

NHS Lothian will check you have the necessary professional registration, where appropriate. If you require a qualification for this role but are not regulated by a professional body (e.g. NMC, GMC, HCPC etc), you will need to provide an official translation, notarised by a solicitor, of your overseas qualifications to be checked by the recruiting manager. Please ensure that this is available before applying for this post.

# Job Interview Guarantee Scheme

As a Disability Symbol user we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

# Terms and Conditions

For an overview of our Agenda for Change terms and conditions please click on this link:

www.msg.scot.nhs.uk/pay/agenda-for-change

# Travel Expenses

Travel expenses are not normally reimbursed for interviews, if you are selected for interview and wish to enquire about the possibility of being reimbursed then the request should be directed to the recruiting manager or interview panel chair.

# Application Form Completion

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. (7500 is the character limit for statement in support of application.)

Once in receipt of the application pack it is essential to read both the job description and 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.

For general help and advice on how to complete an application form please visit our careers website: www.careers.nhslothian.scot.nhs.uk/HelpAndAdvice/ApplyingForPosts/Pages/default.aspx

# Section 6: Working in Edinburgh and the Lothians

NHS Lothian offers excellent career prospects and a wide range of job opportunities for potential employees. It employs approximately 24,000 staff and offers training and development opportunities as well as excellent staff benefits.

The information provided below aims to help support and guide both prospective applicants and new employees unfamiliar with Edinburgh and the Lothians.

# Edinburgh and the Lothians

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

NHS Lothian serves a population of approximately 850,000 people living in and around Edinburgh, Scotland’s historic capital city. The geographical area known as Lothian region covers 700 square miles, comprising the City of Edinburgh, Midlothian, East Lothian and West Lothian.

It is a region of exceptional beauty and contrast, from the splendour of Edinburgh to the beauty and variety of the hills, countryside and coastline. The nearest major town outside of Edinburgh is Livingston, a thriving location in the heart of West Lothian. As well as many sites of historic interest, the region boasts a host of recreational activities for all ages.

For further information on relocating Edinburgh please visit our careers website:

www.careers.nhslothian.scot.nhs.uk/AboutNHSLothian/Location/RelocatingToLothian/Pages

/default.aspx

# Section 7: Workplace 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 which will enable us to make comparisons locally, regionally and nationally.

# Section 8: 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 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 on our careers website: www.careers.nhslothian.scot.nhs.uk/AboutNHSLothian/EqualOpportunities/Pages/default.as px

# Section 9: Code of Conduct for Healthcare Support Workers

If this post is a healthcare support worker position the post holder will need to follow the Code of Conduct for Healthcare Support Workers.

A Healthcare Support Worker is defined as any healthcare worker working within NHS Scotland who is not currently statutorily regulated or in a role that has been recommended for statutory regulation by the Government.

The Code of Conduct sets the standard of conduct expected of healthcare support workers and adult social care workers. It outlines the behaviour and attitudes that you should expect to experience from those workers signed up to the code. It helps them to provide safe, compassionate care and support.

For more information on the Code of Conduct for Healthcare Support Workers please read the guidance: www.gov.scot/resource/doc/288853/0088360.pdf