



# Working for NHS Lanarkshire

*Care to join us?*



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## Contents

Welcome

Section 1 - About NHS Lanarkshire

Section 2 – Our Health Together

Section 3 - General Information for Candidates

Section 4 - Living in Lanarkshire

Section 5 - Guidance Notes for the Completion of an Application Form

## Useful Websites

[NHS Lanarkshire](#)

[NHS Lanarkshire Recruitment Website](#)

[NHS Scotland Jobs](#)

[NHS Lanarkshire Finance](#)



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## Welcome from Director of Human Resources

I would like to take this opportunity to thank you for your interest in working for NHS Lanarkshire. Each role within NHS Lanarkshire is pivotal to maintaining our success as we aim to deliver a healthier future for the people of Lanarkshire.

In this information booklet, you will find information on the structure of NHS Lanarkshire, our acute sites, Health & Social Care Partnerships, Public Health, Corporate and PSSD services.

In NHS Lanarkshire, our vision is to deliver world-leading, high-quality, innovative health and social care that is person-centred. This document contains information on how we plan to achieve this through our corporate strategy; achieving excellence, board objectives and our board values.

If you believe you share our vision, we look forward to receiving your application.

NHS Lanarkshire are happy to consider requests for this publication to be in another accessible format i.e. large print, braille, etc. Please contact the Recruitment Administrator dealing with this vacancy clearly stating which format is required. Contact details are provided on the advert for the vacancy.

Yours sincerely,

**Jacqui Jones, Director of Human Resources**



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## Section 1: About NHS Lanarkshire

### About NHS Lanarkshire

NHS Lanarkshire is responsible for improving the health and providing comprehensive health care to a population of approximately 655,000 people living within the North and South Lanarkshire local authority areas. NHS Lanarkshire currently employs approximately 12,500 staff (Headcount).

NHS Lanarkshire is comprised of Acute Services (which currently provide hospital based services over 3 main sites), Corporate & Property & Support Services, North and South Lanarkshire Health and Social Care Partnerships which provide integrated primary healthcare and social care services to local communities and surrounding areas. There is also an area wide Public Health Service which is based at Kirklands, Bothwell.

### Acute Services

NHS Lanarkshire's Acute Services provide a comprehensive range of acute adult and children's services to the population of Lanarkshire and more specialised health services for patients throughout Scotland.

The University Hospitals of Wishaw, Monklands and Hairmyres are the 3 main acute hospital sites. The university hospital status was granted thanks to a ground breaking partnership between NHS Lanarkshire, Glasgow Caledonian University (GCU) and the University of the West of Scotland (UWS). The partnership will explore the potential for future research links and joint research projects. It will also see collaborative working to aid student recruitment, student employment and student projects.



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## University Hospital Hairmyres



University Hospital Hairmyres is a district general hospital again built under PFI arrangements and is situated in East Kilbride with a 24-hour accident and emergency department. It has 408 inpatient beds.

The original Hairmyres Hospital was an old military style hospital occupying multiple sites. The decision to redevelop the site was made in 1998, and the new hospital opened in 2001.

Services include:

- A full range of inpatient, outpatient, diagnostic and clinical support services.
- Lanarkshire's only cardiac catheterisation centre, consisting of 2 new state-of-the-art catheterisation laboratories for diagnosis and treatment of blood vessel blockages around the heart.
- MRI and CT scanners.
- Psychiatric beds.
- West of Scotland Regional Vascular Service Centre.



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## University Hospital Monklands



University Hospital Monklands is a district general hospital located in Airdrie and has 411 inpatient beds and a 24-hour emergency department. The hospital opened its doors to patients in 1977.

Its services include:

- Lanarkshire's renal (kidney) unit, providing an unprecedented level of care for Lanarkshire's renal patients.
- Lanarkshire's inpatient services for ear, nose and throat (ENT), dermatology and communicable diseases.

## University Hospital Wishaw



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University Hospital Wishaw is a district general hospital with 626 inpatient beds and a 24-hour accident and emergency department. It opened on the 29<sup>th</sup> of May 2001, replacing the former Law Hospital. University Hospital Wishaw was built under PFI arrangements.

Its services include:

- Lanarkshire's maternity unit, which is the second largest in Scotland, delivering around 5500 babies every year;
- Paediatric neonatal unit;
- MRI scanner;
- Elderly care and psychiatric day hospitals;
- Emergency care unit containing an integrated accident and emergency unit with a 36 bed ward.
- Lanarkshire's orthopaedic trauma centre

## North and South Lanarkshire Health and Social Care Partnerships



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NHS Lanarkshire and North and South Lanarkshire Councils formed the North and South Lanarkshire Health and Social Care Partnerships to develop a wide range of community facing health improvement, health and social care services with locality based planning and delivery.

The partnerships include a range of community health and social care services, community hospitals (mainly for long term conditions and continuing care for older people), as well as a wide range of services for patients with mental health problems and learning disabilities. Services also include GP practices providing many primary and community care services throughout Lanarkshire. Children's and Young Peoples Services are also provided and managed within the partnership's structure.

There has been a number of new community health centres built over the past 5 years, improving facilities for the population of Lanarkshire. Carluke, Coatbridge, Airdrie, Kilsyth, Wishaw and East Kilbride all benefited from new state-of-the-art centres being built, offering a much wider range of services for local communities. The new centres also offer improved working conditions to members of staff within the primary care teams.



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## Corporate & PSSD Services

Corporate Services consist of Communications, eHealth, Finance, Human Resources and Organisational Development and Planning & Development. Our corporate sites are Kirklands, Bothwell; Beckford Street, Hamilton; West of Scotland Laundry, Wishaw and Law House, Carluke.

Property & Support Services (PSSD) consists of Hotel Services, Maintenance, Technical and Laundry Services.

## SALUS - Occupational Health, Safety & Return to Work Services

SALUS is the name of the occupational health and safety service owned and operated by NHS Lanarkshire. There are departments in each of the 3 main hospitals in Lanarkshire and a central department located at Beckford Street, Hamilton.

## Public Health Service

Public Health covers three main functions: Health Improvement, Health Protection, Health and Service Provision. The Public Health Medicine Service has both planned and emergency aspects to its work. Planned Public Health key tasks include: epidemiology of specific diseases, developing and interpreting health information and ensuring confidentiality of all patient identifiable data.



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## Section 2: Our Health Together

Our new healthcare strategy, 'Our Health Together – Living Our Best Lives in Lanarkshire' is a route map that starts us on a journey to deliver positive change. We will work with our staff, communities and partners to explore together how we can reform to deliver sustainable, affordable services that provide person centred high quality care. We have already started this process, and our communities and staff were involved in a far reaching engagement process during 2023 where we sought to understand what matters to people who use our services, or staff and the wider community.

□

A lot has changed since we published our previous strategy, 'Achieving Excellence,' in 2017. The pandemic and cost of living crisis` impact has been greatest on our most vulnerable groups. To deliver a better patient experience, we must transform our models of care, improve performance and ensure we make best use of resources to achieve best value. This includes taking action to promote good health. We have identified 4 priority areas of focus – Urgent and Emergency Care, Planned Care (including outpatients and surgery), Mental Health and Primary Care (which includes general practice).

The exciting development to replace the University Hospital Monklands provides opportunities to explore ideas for innovation and service redesign. Adopting new approaches for health care provision across our whole system will deliver a better experience for our patients and service users.

### Monklands Replacement Project (MRP)



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The Monklands Replacement Project (MRP) is NHS Lanarkshire's exciting and positive vision for University Hospital Monklands and the local and wider community it serves, proposing a major investment in Lanarkshire's hospital estate by rebuilding the hospital on a new site. NHS Lanarkshire has now purchased the 161.5 acre site for the state-of-the-art facility at Wester Moffat, Airdrie.

The existing Monklands Hospital is now more than forty years old and will struggle to adapt to the rapidly changing needs of the future healthcare environment and its associated infrastructure. This project will deliver a new acute hospital in circa 2031 to meet these challenges.

The new, state-of-the-art University Hospital Monklands will support the required clinical model to meet the objectives set out in NHS Lanarkshire's healthcare strategy, Our Health Together which has the ambition to: shift care away from inpatient treatment to day case, day treatment, outpatient and community care; develop pan-Lanarkshire hospital centres of excellence; and support the healthcare needs of the wider West of Scotland.

The key investment objectives for the MRP that were set out in the Initial Agreement and remain central to the project are to:

- Improve person-centred services
- Improve the safety of patient care
- Improve clinical effectiveness and enhancing patient experience and clinical outcomes
- Improve the quality of the physical environment
- Provide flexible and adaptable facilities across the healthcare system

The new hospital will have over 470 beds within a new acute hospital extending over approximately 100,000m<sup>2</sup>. The clinical requirements are based on a requirement for 100% single rooms and include a range of departments necessary for a major acute hospital such as theatres, emergency department, endoscopy, infectious diseases, critical care, outpatients, renal, radiotherapy, and imaging. At a cost in the 100's of millions of pounds, the new Monklands hospital will be the largest infrastructure project in Scotland when under construction. As part of this, NHS Lanarkshire are required to work with a number of external Parties to provide assurance, including the newly formed NHS Scotland Assure. The Outline Business Case was approved by Scottish Government in July 2023 and we are now progressing to submit the Full Business Case in 2025.



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## **Net Zero Carbon Pathfinder Project**

The Energy Efficient Scotland Route map requires public sector buildings to be zero carbon by 2050 and the Scottish Government has also called a Climate Emergency, committing to become a net zero carbon economy by 2045. The Net Zero Carbon Public Sector Buildings (NZCPSB) standard (“the Standard”) is a new voluntary standard which has been developed by Scottish Government to support the Public Sector in setting ambitious targets to achieve net zero outcomes for new buildings and major refurbishments.

The Standard supports a challenging, credible path to net zero carbon materials and energy supplies for all non-domestic buildings. By 2045, projects that adopt the Standard will achieve zero embodied carbon during construction and subsequently the whole life of projects, including operational energy. The Monklands Replacement Project has been selected as a pathfinder project for the new standard which has resulted in the requirement for an all-electric hospital. This demands innovative solutions and a substantial energy centre to accommodate all of the required technology.

## **Scotland’s First Digital Hospital**

The construction of a new Monklands Hospital has also created the opportunity and ambition for the new Monklands University Hospital to be Scotland’s first digital hospital, directly benefitting its local community of patients, staff and visitors. Technology will be used to allow patients to access care advice and to navigate their way through the hospital easily and intuitively. The new hospital will ensure safer, better patient care and value for staff and for patients through the use of digital technology and real time information to support an efficient and effective patient journey. The hospital will have new digital systems to support patients and their clinical teams.

For further information please visit to <https://www.monklands.org/>



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## Our Values

NHS Lanarkshire's core values underpin our purpose, as well as providing a focus and context for the improvement of our services and providing a common set of responsibilities in how we provide our services by guiding our team and individual day-to-day behaviours. The core values can be seen in the text below:

- **Fairness:** As a team we are responsible for being consistent and open in making decisions. As an individual I am responsible for participating in decisions and seeking clarity whenever I am unsure.
- **Respect:** As a team we are responsible for being courteous and professional in fulfilling our individual and collective roles. As an individual I am responsible for recognising that we are all different and appreciating the contribution that I and others make.
- **Quality:** As a team we are responsible for upholding our high standards in every activity, for every person, everywhere. As an individual I am responsible for ensuring that I understand and deliver our standards every time.
- **Working Together:** As a team we are responsible for creating and sustaining an environment that allows team working and collaboration to flourish. As an individual I am responsible for communicating effectively and working well with others at all times.

By embedding these values, NHS Lanarkshire aspires to set the behavioural tone of how services are provided which will help to make our vision a reality. By living the above values, NHS Lanarkshire staff take pride in the vital role we have as providers of excellent services to people across Lanarkshire and help provide continuity of care, ensuring no matter where across the organisation, the patient will receive the same standard of care.



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## Corporate Objectives for 2024/25:

The 2024/25 Corporate Objectives template has four categories.

- **Better Health – Improve health & wellbeing and address inequalities**  
Establish evidence informed outcomes and objectives that improve the health and wellbeing of our population, address health inequalities and reduce the environmental impact of climate change on population health.
- **Better Care – Transforming to improve our services**  
Redesigning and transforming across the whole system to improve access, outcomes, patient experience and to deliver resilient and sustainable health care.
- **Better Value – Deliver value & sustainability**  
Provide effective planning that supports financial sustainability, balances budgets, provides value and ensures effective use of resources.
- **Better Workplace – Improve staff experience & wellbeing**  
Create a workplace that promotes health and wellbeing, implementing programmes that impact positively on the lives of our workforce, reflect the value we place on them, enhance engagement, and build resilience.

The full Corporate Objectives document for 2024/25 is available at the link below.

[Corporate Objectives](#)



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## Section 3: General Information for Candidates

### Data Protection

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. NHS Lanarkshire takes care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal information secure, and confidential. 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 Lanarkshire Staff Data Protection Notice, found at:

[Staff Data Protection Notice](#)

### Equality & Diversity

We know that many people experience discrimination through social exclusion and harassment because of their Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion and Belief, Sex and Sexual Orientation. We recognise our responsibility to challenge and change this to achieve the highest standards in equality. We are committed to being a proactive agent for change and that is why we see equality and diversity at the heart of everything we do.

By investing in equality and diversity NHS Lanarkshire aims to improve services and patient care. We want to:

- Ensure that our staff and service users are in a safe, inclusive and accessible environment
- Ensure that our services are accessible to all communities across Lanarkshire
- Promote health and well-being for all people
- Attract, train, promote and support a workforce that is diverse and representative of general society



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Under the Equality Act 2010 you are considered to be disabled if you *'have a physical or mental impairment and that impairment has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities'*

This definition is wide and covers a number of different conditions, including those which can be supported well with medication/treatment/support i.e. taking tablets for a diabetic condition, software that supports dyslexia or having counselling for a mental health issue

The disability staff network will aim to provide:

- a network of mutual support and a collective voice for staff with disabilities and restrictive health conditions,
- opportunities to feed back any challenges faced at work due to a disability and
- to help create an inclusive workplace.

Our Equality, Diversity and Human Rights policy can be found at:

[Equality, Diversity and Human Rights Policy](#)

## **NHS Staff Benefits**

As a staff member in NHS Lanarkshire, 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 [NHS Staff Benefits](#)– new offers are added on a weekly basis.



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## Section 4: Living in Lanarkshire

Within the UK, Lanarkshire is situated in the heart of Scotland's central belt, the area offers an ideal combination of tranquil parks and market towns, with something for everyone.



Centrally located between Glasgow (c. 20 minutes) and Edinburgh (c. 40 minutes) you can easily commute or, should you wish to relocate, you can choose either a substantial Lanarkshire town or a more relaxed rural location and still have the attractions of two major cities on your doorstep. The county offers accessible links to major cities with easy access to major motorway/rail routes and international airports allowing you to travel across Scotland, the UK and beyond.

There are many attractions within Lanarkshire, including: -

- New Lanark World Heritage Site.
- Antonine Wall World Heritage Site,
- The Falls of Clyde.
- Summerlee - The Museum of Scottish Industrial Life.
- The National Museum of Rural Life.
- Strathclyde Country Park - 2018 European Athletics (Triathlon & Rowing).
- Scottish Wildlife Reserves on the shores of the River Clyde,
- Various museums, galleries, castles and heritage centres.
- Numerous country parks.

Find out more at:

[Visit Lanarkshire](#)

[South Lanarkshire Council](#)

[North Lanarkshire Council](#)



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## Section 5: Guidance Notes for the Completion of an Application Form

If this is the first time you have applied for a NHS Lanarkshire job via our online system, you will be asked to create an account. You can do this via an email address or social media account. This account will be your Candidate Portal where you will be able to view and access the status of all applications within NHS Scotland

Please make sure the email address submitted is correct as this will be our primary method of contact.

If you are a returning candidate, you will be asked if you wish to copy your application from a previous job. Simply select the application you wish to copy from and then you can go through and edit/update the information.

NHS Lanarkshire no longer accepts CV's or written applications; all applications must be submitted via our recruitment system. If you delete or withdraw your application, you will not be able to re-apply for this job.

You will receive an automated email acknowledging receipt of your application on submission. You will receive further emails communicating the outcome of your application at shortlisting. Please regularly check your inbox and your junk mailbox if you haven't received any correspondence from us within 4 weeks. You are able to reply to any automated emails received; these will be re-routed to the Recruitment Administrator managing the job.

These notes are designed to help you complete your application form and to make the most of your application. Please read them carefully before you begin.

### **Closing Date**

NHS Lanarkshire vacancies will close at midnight on the closing date. You will not be able to submit an application after the closing date has passed.



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## **Preparing to Apply**

Candidates should provide original and authentic responses to all questions within the application form. The use of artificial intelligence (AI), automated tools, or other third-party assistance to generate, draft, or significantly modify responses is strongly discouraged. By submitting your application, you confirm that all answers are your own work, reflect your personal knowledge, skills and experience, and have not been solely produced or altered by AI or similar technologies. Failure to comply with this requirement may result in your application being withdrawn from the application process.

The information you provide us with in your application form will be used to decide whether you are shortlisted and invited to attend an interview. The panel will shortlist against the essential criteria of the post as specified in the Job Description and the Person Specification so please clearly demonstrate this criterion in your application.

Please ensure that you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if invited to interview.

Please note the application will time-out after 30 minutes of inactivity. Please regularly save your application.

Once you have submitted an application, you are not able to make any amendments. If you chose to withdraw or delete your application, you are not able to re-apply for this specific post again.

## **Personal Details**

### **Personal Details**

Insert your title, surname, forename and full home address and contact number. Please note, our primary method of communication will be email.

### **Membership of Professional Regulatory Bodies**

Jobs require that you have membership of a specified Professional Body. Include the name and type of membership you hold, along with your registration number and renewal/expiry date.

### **Advert Details**

Please indicate where you saw the advertisement for this job. This allows us to monitor our methods of recruitment and selection.



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## **Education**

### **Qualifications**

This section is about your qualifications gained or currently working towards. This section should include university qualifications as well as any other qualifications, training or continued professional development (CPD). In accordance with the Equality Act 2010 it is no longer necessary to detail the dates these qualifications were gained.

Please save each individual qualification before moving to the next section.

### **Additional Education Details**

Please answer the question if it is relevant to the job description. In response you should include any relevant educational or professional qualifications and undergraduate awards, special projects or any additional qualifications that are relevant.

## **Employment**

Please start with your current/most recent employer and work back through your employment history including any gaps in your employment

### **Employer Details and Employment History**

This section will help us build an accurate picture about the type of work and responsibilities you are currently involved in. Please give the job title, the job grade, the date of starting on this grade, and the full name and address of your present employer. Please also note if this is your current employer.

Where this is a locum job you will be asked to confirm if this was through an agency or NHS.

### **Role Purpose/Summary of Responsibilities**

Please tell us about the main duties and responsibilities of your current job. Please save + all periods of employment before continuing to the next page.



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## Declarations

NHS Lanarkshire has a legal obligation to ensure that it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Further guidance on current immigration rules is available on the Home Office website at <https://www.gov.uk/browse/visas-immigration/work-visas>

## **Fitness to Practice**

The application asks for you to complete some basic information regarding your fitness to practice. Should you be successful in being appointed to the job, further information will be requested at a later stage.

## Equal Opportunities

### **Job Interview Guarantee (JIG) Scheme**

NHS Lanarkshire is a Disability Confident Employer committed to good practice in employing disabled people. NHS Scotland operates a Job Interview Guarantee (JIG) scheme which means if you have a disability, **and meet the essential criteria outlined within the person specification**, you can opt into the scheme and will be guaranteed an interview.

Please state whether you have a physical/mental health condition that has a **substantial** effect on your ability to carry out day-to-day activities and has lasted, or is expected to last for **12 months or more**.

Please could you inform us if you will require any special arrangements for the interview e.g. Wheelchair access, induction loop, etc.

### **Equal Opportunities**

We want to ensure that our job opportunities are open to all. The only way we can ensure there is equal opportunity is to monitor applications we receive and compare the profile of people who apply with those appointed. Therefore, this form asks you for your ethnic origin, gender, disability, religion, sexuality and age.

The information you provide in this part of the form is confidential and is not used in the selection process. It will be separated from the rest of the form when we receive it.

**If you prefer not to answer any of the questions below, please select the option 'prefer not to say'.**



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## **References**

Your referees must include your present (or most recent) employer. Please identify the person in your organisation (this is normally your direct line manager) who is authorised to confirm your employment and the details given in your application.

The details you provide should cover the last 3 years of your employment history and you should not use family members or friends. If you do not have 3 years of employment history please provide other suitable character referees such as someone of standing in the community who has known you for at least 3 years (for instance a teacher, doctor, lawyer, police officer, MP etc). If you have been in full-time education in the last three years, please provide a teacher or lecturer or the academic institution for confirmation. If you have any gaps in employment over 3 months, please provide referee details to cover this period.

If you are an internal candidate, you are only required to provide details of your current line manager.

References will only be taken up for preferred candidates after interview, and we recommend that at that stage you contact your referee direct to advise that they will be receiving a reference request.

Our recruitment team will confirm with you before contacting any referees.

## **Responsible Officer**

Your application should be updated with the details of your current Responsible Officer (RO). You will also be asked to verify the date of your last appraisal and revalidation date. This can be marked as NA if you do not as yet have an RO or revalidation date.

## **Medical and Dental Supporting Statement**

Before completing this section, we recommend you look back to the job description and person specification.

Please note there is a clearly stated word limit for each question.

You will be asked to provide a statement to

- 1 support your application,
- 2 confirm any research and audit experience,
- 3 state any publications,
- 4 provide any other relevant information.



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## **Declaration**

Please read and agree to the declaration on the last page.

This page will also highlight any sections which haven't been completed. You can edit these sections on this page.

Please review your application prior to submission as once you submit, you will not be able to edit any details.

If you delete or withdraw your application, you will not be able to re-apply for this job.

NHS Lanarkshire has a duty to protect public funds it administers and to this end will use the information you have provided within your application 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 will be made available on NHS Lanarkshire's intranet in due course.



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