

**Locum Appointment for Training (LAT) ST4 in Medicine of the Elderly**

**06 August 2025 – 04 August 2026**

**St John’s Hospital**

**Ref: 218748**

**Closing date: 30th June 2025**

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**Please return completed applications in Word Format by midnight on the close date to medical.personnel@nhslothian.scot.nhs.uk**

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

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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.** |

All NHS Scotland and NHS Lothian Medical vacancies are advertised on our medical jobs microsite: www.medicaljobs.scot.nhs.uk

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

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| **Section 1: Person Specification** |

Please note that the national Geriatric Medicine ST4 recruitment and selection criteria apply as shown below

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| **ENTRY CRITERIA** |
| **Essential criteria** |
| ***Qualifications***Applicants must have:* MBBS or equivalent medical qualification
* Either of the following:
	+ Full MRCP (Parts 1, 2 and PACES passed at time of application. i
	+ Eligibility for the specialist register in general internal medicine by time of application ii
	+ Completion of Irish Basic Specialty Training in medicine and the MRCPI full diploma by offer date
 | **When is this evaluated? iii**Application formInterview/selection Centre ivPre-employment check |
| ***Eligibility***Applicants must:* Be eligible for full registration with, and hold a current licence to practice v from, the GMC at the advertised post start date vi
* Have evidence of achievement of foundation competences from a UKFPO-affiliated foundation programme or equivalent, by time of application in line with GMC standards/Good Medical Practice
* Have evidence of achievement of Internal Medicine Stage 1 capabilities, for the round of application, via one of the following methods:
	+ Current employment in a programme which leads to successful completion of Internal Medicine Stage 1 Training vii by the advertised post start date, via one of these approved routes:
		- UK Internal Medicine Stage 1 Training
		- UK ACCS (Internal Medicine) viii
		- UK Broad Based Training (medicine route)
		- A standalone UK IMY3 programme (following completion of UK core medical training/ACCS (acute medicine))
	+ JRCPTB internationally level 3 accredited equivalent Internal Medicine Stage 1 Training programme ix
	+ Successful completion of one of the programmes listed above, evidenced by ARCP x
	+ Completion of UK ST3 in General Internal Medicine and satisfactory progress for any subsequent GIM training, by the advertised post start date, evidenced by ARCP xi
	+ Evidence of achievement of Internal Medicine Stage 1 capabilities at time of application. Acceptable evidence is only permitted via the *Alternative Certificate to Enter Group 1 Higher Physician Specialty Training* xii
* Be eligible to work in the UK
 | **When is this evaluated?**Application formInterview/selection CentrePre-employment check |
| ***Fitness to practise:***Is up to date and fit to practise safely | **When is this evaluated?**Application formReferences |
| ***Language skills:***Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues, as assessed by the General Medical Council xiii | **When is this evaluated?**Application formInterview/selection centre |
| ***Health:***Applicants must meet professional health requirements (in line with GMC standards / Good Medical Practice) | **When is this evaluated?**Application formPre-employment health screening |
| ***Career Progression:***Applicants must:* Be able to provide complete details of their employment history
* Have evidence that their career progression is consistent with their personal circumstances
* Have evidence that their present level of achievement and performance is commensurate with the totality of their period of training
* Have sufficient experience xiv working in medical specialties (not including foundation level experience) by the advertised post start date. This can be via either:
	+ Training completed in:
		- UK Internal Medicine Stage 1 Training
		- UK ACCS (Internal Medicine)
		- UK Broad Based Training (medicine route)
		- A standalone UK IMY3 programme (following completion of UK core medical training/ACCS (acute medicine))
		- JRCPTB internationally level 3 accredited equivalent Internal Medicine Stage 1 Training programme **or**
	+ Have at least 36 months’ experience in medical specialties (of which at least 18 months must include the care of acute medical in-patients). Experience in certain acute care common stem specialties can be counted towards the 36 months in some circumstances xv
* Have notified the Training Programme Director of the Specialty Training Programme they are currently training in if applying to continue training in the same specialty in another region xvi.
* Not already hold, nor be eligible to hold, a CCT/CESR in the specialty; and must not currently be eligible for the specialist register for the specialty to which they are applying xvii
* Applicants must not have previously relinquished or been released / removed from a training programme in this specialty, general internal medicine or associated Core training programme, except if they have received an ARCP outcome 1 (outcome 6 for associated core training) or under exceptional circumstances xviii
* **For those wishing to be considered for Locum Appointment for Training posts (where available):** no more than 24 months experience in LAT posts in the specialty by intended start date
 | **When is this evaluated?**Application formInterview/selection centre |
| ***Application completion:***ALL sections of application form completed FULLY according to written guidelines | **When is this evaluated?**Application form |

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| **SELECTION CRITERIA** |
| ***Qualifications*** |
| **Essential Criteria*** As above
 | **Desirable Criteria*** Higher degrees including MSc, PhD or MD (where the research thesis is not part of first medical degree)
 | **When is this evaluated?**Application formInterview/selection centre |
| **Career Progression** |
| **Essential Criteria*** Evidence that present achievement and performance is commensurate with totality of training
 |  | **When is this evaluated?**Interview/selection centre |
| **Clinical Experience** |
| **Essential Criteria*** Evidence of experience in a range of acute medical specialties, with experience of managing patients on unselected medical take during core training or equivalent
 | **Desirable Criteria*** Experience core level of managing elderly patients
* Experience of managing patients with severe acute medical disease.
 | **When is this evaluated?**Application formInterview/selection centreReferences |
| ***Clinical skills – clinical knowledge & expertise*** |
| **Essential Criteria*** Demonstrates awareness of managing acute medical conditions, including emergencies, in patients and out-patients
* Appropriate knowledge base, and ability to apply sound clinical judgement to problems
* Able to work without direct supervision where appropriate
* Able to prioritise clinical need
* Able to maximise safety and minimise risk
 | **Desirable Criteria*** Evidence of some capabilities in the specialty as defined by the relevant curricula
* Evidence of skills in the management of acute medical emergencies
* Evidence of skills in the management of patients not requiring hospital admission
 | **When is this evaluated?**Application formInterview/selection centreReferences |
| **Academic skills** |
| **Essential Criteria****Research, Audit and Quality Improvement:*** Demonstrates understanding of research, including awareness of ethical issues
* Demonstrates understanding of the basic principles of clinical risk management, evidence-based practice, patient safety and clinical quality improvement initiatives
* Evidence of involvement in a quality improvement or formal research project
* Demonstrates knowledge of evidence informed practice
* Demonstrates an understanding of clinical governance

**Teaching:*** Evidence of teaching experience and/or training in teaching
 | **Desirable Criteria****Research, Audit and Quality Improvement:*** Demonstrates an understanding of research methodology
* Evidence of relevant academic and research achievements, and involvement in a formal research project
* Evidence of relevant academic publications
* Evidence of involvement in a quality improvement project or other activity which:
	+ Uses recognised QI methodology
	+ Focuses on patient safety and clinical improvement
	+ Demonstrates an interest in and commitment to the specialty beyond the mandatory curriculum
* Evidence of exceptional achievement in medicine

**Teaching:*** Evidence of involvement in teaching students, postgraduates and other professionals and evidence of participation in a teaching course
 | **When is this evaluated?**Application formInterview/selection centreReferences |
| ***Personal skills*** |
| **Personal Skills – Essential Criteria****Communication Skills:*** Demonstrates clarity in written/spoken communication, and capacity to adapt language to the situation, as appropriate
* Able to build rapport, listen, persuade and negotiate

**Problem Solving and Decision Making:*** Capacity to use logical/lateral thinking to solve problems/make decisions, indicating an analytical/scientific approach

**Empathy and Sensitivity:*** Capacity to take in others’ perspectives and treat others with understanding; sees patients as people
* Demonstrates respect for all

**Managing Others and Team Involvement:*** Able to work in multi professional teams and supervise junior medical staff
* Ability to show leadership, make decisions, organise and motivate other team members; for the benefit of patients
* Capacity to work effectively with others

**Organisation and Planning:*** Capacity to manage/prioritise time and information effectively
* Capacity to prioritise own workload and organise ward rounds
* Evidence of thoroughness (is well prepared, shows self-discipline/commitment, is punctual and meets deadlines)

**Vigilance and Situational Awareness:*** Capacity to monitor developing situations and anticipate issues

**Coping with Pressure and Managing Uncertainty:*** Capacity to operate under pressure
* Demonstrates initiative and resilience to cope with changing circumstances
* Is able to deliver good clinical care in the face of uncertainty

**Values:*** Understands, respects and demonstrates the values of the NHS (e.g. everyone counts; improving lives; commitment to quality of care; respect and dignity; working together for patients; compassion)
 | **Personal Skills – Desirable Criteria****Management and Leadership Skills:*** Evidence of involvement in management commensurate with experience
* Demonstrates an understanding of NHS management and resources
* Evidence of effective multi-disciplinary team working and leadership, supported by multi-source feedback or other workplace based assessments
* Evidence of effective leadership in and outside medicine

**Other:*** Evidence of achievement outside medicine
* Evidence of altruistic behaviour e.g. voluntary work
 | **When is this evaluated**?Application formInterview/selection centreReferences |
| ***Probity – professional integrity*** |
| **Essential Criteria*** Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality)
* Capacity to take responsibility for own actions
 |  | **When is this evaluated?**Application formInterview/selection centreReferences |
| ***Commitment to specialty – learning and personal development*** |
| **Essential Criteria*** Shows initiative/drive/enthusiasm (self-starter, motivated, shows curiosity, initiative)
* Demonstrable interest in, and understanding of, the specialty
* Commitment to personal and professional development
* Evidence of self-reflective practice
 | **Desirable Criteria*** Extracurricular activities / achievements relevant to the specialty
* Evidence of participation at meetings and activities relevant to the specialty
* Evidence of attendance at organised teaching and training programme(s) relevant to the specialty
 | **When is this evaluated?**Application formInterview/selection centreReferences |
| **NOTES** |
| i The published deadline’ refers to a deadline date set in each recruitment round; Round 1 (30/03/2023) Round 2 (20/04/2023) Round 3 (23/10/2023)ii Eligibility for the specialist register must have been approved by the GMC to be considered.iii ‘When is this evaluated’ is indicative but may be carried out at any time throughout the selection process.iv ‘Selection centre’ refers to a process, not a place. It involves a number of selection activities which may be delivered as part of the assessment process. v The GMC introduced the licence to practise in 2009. Any doctor wishing to practise in the UK after this date must be both registered with and hold a licence to practise from the GMC at time of appointment. vi ‘The advertised post start date’ refers to the first date from which posts recruited in a round can commence. This will be specified clearly within the published advertisement for that recruitment round.vii Internal Medicine Stage 1 Training is the replacement programme for core medicine training. Trainees who have completed core medical training or ACCS (acute medicine) and a further standalone third year (IMY3) in internal medicine training, will be eligible to apply. Those not undertaking the third year of an internal medicine training programme will need to supply an alternative certificate. viii ACCS (internal medicine) is the new name for ACCS (acute medicine), only those whose programme entails completing the Internal Medicine Stage 1 curriculum will be eligible without requiring an alternative certificate ix Details of internationally accredited JRCPTB internal medicine training programmes can be found on the JRCPTB website: https://www.jrcptb.org.uk/about-us/international-training/locationsx Applicants who have an ARCP outcome with all capabilities signed off apart from the full MRCP (UK), will be eligible to apply on this basis, subject to the normal rules on completing the MRCP (UK). Additionally, anyone who has an ARCP outcome 10.1 will be eligible to apply on the competence criterion and will be required to complete outstanding competences in their ST4 programme.xi Successful completion will normally be an ARCP outcome 1 and it is expected that trainees applying in this position will have completed at least six months of GIM training as part of their higher specialty training programme by the advertised post start date.xii The Alternative Certificate to Enter Group 1 Higher Physician Specialty Training is a document designed by the JRCPTB listing the necessary core capabilities required for progression to ST4, as defined in the internal medicine stage 1 curriculum: https://www.jrcptb.org.uk/internal-medicine. The certificate is available to download from the Physician Recruitment website: http://www.st3recruitment.org.uk/recruitment-process/am-i-eligible/core-competences. Applicants must ensure the version of the form they are using meets the requirements detailed on the website.xiii Applicants are advised to visit the GMC website which gives details of evidence accepted for registration.xiv Any time periods specified in this person specification refer to full time equivalent.xv For information on how experience in acute care common stem specialties will be counted, please visit the Physician Recruitment website: http://www.st3recruitment.org.uk/recruitment-process/am-ieligible/experiencexvi The Support for Application to another region form, signed by the Training Programme Director of their current Specialty Training Programme confirming satisfactory progress must be submitted to the recruitment office managing that application at time of application.xvii Programmes in Group 1 higher medical specialties are dual accredited with Internal Medicine Stage 2. Applicants who hold a CCT in internal medicine are eligible to apply but should note that they will be expected to fulfil the internal medicine service requirements of any post they are offered and will be unable to reduce the length of the programme.xviii Exceptional circumstances may be defined as a demonstrated change in circumstances, which can be shown on the ability to train at that time and may include severe personal illness or family caring responsibility incompatible with continuing to train. Applicants will only be considered if they provide a ‘support for reapplication to a specialty training programme’ form signed by both the Training Programme Director / Head of School and the Postgraduate Dean in the region that the training took place. No other evidence will be accepted. Please note that this requirement does not apply to trainees who exited UK core training with an ARCP outcome 3 or 4 where they were only missing the full MRCP (UK) diploma. |

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

**Job Title:** Specialty Registrar (ST4) - Locum Appointment for Training (LAT) in Medicine for the Elderly (Fixed Term) 1 post

**Department:** Medicine of the Elderly

**Base:** St John’s Hospital

**Start Date:** 6/8/25

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

**Post Summary:**

This accredited training post is required from 06/08/25 to fill a vacant post in Medicine for the Elderly at St John’s Hospital until 5/8/26. This post includes a commitment to Hospital at Night, out of hours and weekend working and this will be a banded post. The post offers an exciting opportunity to join a dynamic, enthusiastic and supportive team. The post holder will have the opportunity to gain experience in various aspects of geriatric medicine.

The main duties of the role will be supporting the management of in-patients in the Medicine for the Elderly wards at St John’s Hospital. Other clinical duties may be based in Out Patient Clinics, Frailty, Orthogeriatric Services and Hospital at Home. The post holder will join a team of other junior doctors including FY1/FY2, GP trainees, IMTs, clinical fellows and registrars and will be supervised by one of the consultants.

The department has a strong reputation for teaching and training and the post holder will be encouraged to participate in teaching opportunities which occur several times per week. There will also be opportunities to perform quality improvement projects and to be involved in the departmental governance, morbidity and mortality meetings.

Although this post is primarily based at St John’s Hospital, the post holder may be required to work in other areas of NHS Lothian, e.g. Hospital at Night.

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

Medicine of the Elderly

The Medicine of the Elderly (MOE) Service provides high quality safe and person centered care and Comprehensive Geriatric Assessment to the frail elderly at St John’s Hospital. This comprises of; acute inpatient assessment, general and orthopaedic rehabilitation, liaison work to other departments and a range of outpatient services including hospital at home, outpatients and specialist Parkinson’s services. The service aims to support the frail elderly to maximise their functional potential or recover to an optimal level of health with the view of maintaining an independent life at home or a in a homely setting through dedicated multidisciplinary team working.

The successful candidate will be working within the department of Medicine at SJH based within MOE (in- and out-patient work) while doing out of hours work in Acute Medicine. Areas of work will include acute care, specialty experience and continued care of patients on downstream specialist wards.

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

**Clinical:**

The post-holder should be someone who is fully committed to working within a team structure, and flexible in order to adapt to the challenges and opportunities presented as the MOE clinical service evolves within Lothian. Furthermore, the post-holder will be expected to adhere to the agreed policies and procedures drawn up by NHS Lothian, to participate in annual appraisal, revalidation and the job planning process where applicable.

The post-holder will:

* Be responsible for a share in the care of older frail adults in various wards across the SJH.
* Undertake assessments and attend ward rounds, including acute frailty ward rounds and multidisciplinary meetings within designated areas as required.
* Participate in the liaison service for the assessment of older adults under the care of other services when required.
* Be encouraged to participate and attend teaching sessions within the department.
* Share cover for absent colleagues on annual leave or study leave by prior arrangement and short-term unplanned sick leave.

In addition, the post-holder may be required to provide duties at other hospitals administered by NHS Lothian, through negotiation, if necessary.

**Location:**

* It is anticipated the principal base of work will be St John’s Hospital. As part of your role, you may be required to work at any of NHS Edinburgh and the Lothian’s sites.

**Provide high quality care to patients:**

* Maintain GMC specialist registration and hold a licence to practice.
* 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:**

* Where possible participate in audit and research opportunities should they arise
* To provide teaching to medical undergraduates and members of other health care professions as required.

**Governance:**

* Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
* 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 work collaboratively with all members of the team.
* Adhere to NHS Lothian and departmental guidelines on leave including reporting absence.
* Adhere to NHS Lothian values.

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| **Section 5: NHS Lothian – Indicative Job Plan** |

**Post:** Specialty Registrar ST4 (LAT)

**Specialty:** Medicine for the Elderly

**Principal Place of Work:** St John’s Hospital

**Contract:** Full time Fixed Term

**Out-of-hours:** Out of Hours duties are required

**Managerially responsible to:** Dr Donald Noble

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| **Section 6: Contact Information** |

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

Dr Donald Noble (Donald.noble@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 NHS Board in Scotland providing primary, community, mental health and hospital services. Tracey Gilles is the Medical Director.

The NHS Board determines strategy, allocates resources and provides governance across the health system. Services are delivered by Lothian University Hospitals Services (LUHS), the Royal Edinburgh Hospital and associated mental health services, 4-community health and social care partnerships (H&SCPs) in Edinburgh, West Lothian, East Lothian and Midlothian, and a Public Health directorate.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 24,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Further information about NHS Edinburgh and theothians can be found at http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/default.aspx.

**Location**

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

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. London is a short, one hour, flight away and flight connections with London, Amsterdam and Paris offer a variety of international flight opportunities.

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

**What we can offer you**

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

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

**Teaching and Training Opportunities**

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

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

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

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

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

**Our vision, values and strategic aims**

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

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

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

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

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

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

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

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

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

In developing the strategic plan we have:

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

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

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

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

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

**Our values and ways of working**

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

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

**Care and Compassion**

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

**Dignity and Respect**

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

**Quality**

* We will demonstrate a commitment to doing our best
* We will encourage and explore ideas for improvement and innovation
* We will seek out opportunities to enhance our skills aand expertise
* We will work together to achieve high quality services
* We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

**Teamwork**

* We will understand and value each other’s role and contribution
* We will be fair, thoughtful, welcoming and kind to colleagues
* We will offer support, advice and encouragement to others
* We will maximise each other’s potential and contribution through shared learning and development
* We will recognise, share and celebrate our successes, big and small.

**Openness, Honesty and Responsibility**

* We will build trust by displaying transparency and doing what we say we will do
* We will commit to doing what is right – even when challenged
* We will welcome feedback as a means of informing improvements
* We will use our resources and each other’s time efficiently and wisely
* We will maintain and enhance public confidence in our service
* We will be a positive role model.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

Further information on our values into action can be found at

http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx

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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**  | Full time / fixed term |
| **GRADE AND SALARY** | Locum appointment for TrainingST4 |
| **HOURS OF WORK** | 40 |
| **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  |
| **GENERAL PROVISIONS** | You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation’s agreed policies and procedures and to follow the standing orders and financial instruction of NHS Lothian, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary. |
| **REMOVAL EXPENSES** | Assistance with removal and associated expenses may be awarded (up to 10% of salary) |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | 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 three months’ notice on either side, subject to appeal against dismissal. |
| **PRINCIPAL BASE OF WORK** | You may be required to work at any of NHS Lothian’s sites as part of your role. |
| **SOCIAL MEDIDA 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