



Working for NHS Lanarkshire

Care to join us?



Author: Michelle Gormley
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HR Directorate - providing workforce support, solutions, advice and information

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Useful Websites

NHS Lanarkshire - www.nhslanarkshire.org.uk

NHS Scotland Jobs - www.apply.jobs.scot.nhs.uk

NHS Lanarkshire Finance - <https://www.nhslanarkshire.scot.nhs.uk/about-us/financial>



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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,

Kay Sandilands
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 650,000 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 groundbreaking 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 Wishaw



University Hospital Wishaw is a district general hospital with 626 inpatient beds and a 24 hour accident and emergency department. It opened on the 29th 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.



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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.

Monklands Replacement Project (MRP)

The MRP is NHS Lanarkshire's exciting and positive vision for a new, state-of-the-art University Hospital Monklands.

An outline business case is currently being prepared to replace University Hospital Monklands at a new location within the hospital's unscheduled care catchment area in North Lanarkshire.

The future University Hospital Monklands, which will be at the forefront of the use of digital technology, is being designed to meet the requirements of a new model of care that has been created by our clinicians to achieve the vision of the NHS Lanarkshire's healthcare strategy, Achieving Excellence.

As part of the OBC, NHS Lanarkshire is undertaking a process of engagement with the public and its staff over the location of the future hospital, including an option



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appraisal of the potential sites - Gartcosh, Glenmavis and Wester Moffat. Following this process, the Board of NHS Lanarkshire will identify a preferred option for the new University Hospital Monklands site, allowing the OBC to progress to completion in 2021.

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 492 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.



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North and South Lanarkshire Health and Social Care Partnerships

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: Achieving Excellence

Aim

Our aim in Lanarkshire is to develop a healthcare strategy that supports the development of an integrated health and social care system which has a focus on prevention, anticipation and supported self-management. With the appropriate use of health and care services we can ensure that patients are able to stay healthy at home, or in a community setting, as long as possible, with hospital admission only occurring where appropriate.

This Healthcare Strategy is one part of a trilogy of plans, with essential co-dependencies between this and the Joint Strategic Commissioning Plans produced by the North and South Lanarkshire Health and Social Care Partnerships (HSCPs). The Chief Officers of the HSCPs and NHS Lanarkshire are co-authors of this strategy.

The plans are based on the assessed needs of our communities and are designed to ensure that the right mix and volume of services are delivered to best meet the changing needs of our population. At the same time as focusing on local priorities, the Lanarkshire Healthcare Strategy will take full account of the National Clinical Strategy and the Health and Social Care Delivery Plan which set out the principles that will underpin clinical service changes across Scotland.

Future services, locally and nationally, will have:

- system-wide drive for improvement across disease prevention, early professional intervention, supported self-care and improved rehabilitation;
- primary care with a more prominent role, treating more people without the need to refer to hospital;
- secondary care organised in 'centres of excellence' and networks of hospitals providing specific clinical services (as opposed to all clinical services as at present) thus making best use of skilled staff and specialised facilities and equipment to produce excellent outcomes;
- A new clinical paradigm which will ensure that patient value is enhanced by proceeding with minimally disruptive, realistic medicine.



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Lanarkshire Quality Approach

NHS Lanarkshire is committed to delivering world-leading, high-quality, innovative health and social care that is person-centred. Our ambition is to be a quality-driven organisation that cares about people (patients, their relatives and carers, and our staff) and is focused on achieving a healthier life for all. Through our commitment to a culture of quality we aim to deliver the highest quality health and care services for the people of Lanarkshire.

Our focus on quality is not new, but sometimes it has meant different things to different people. We have therefore developed a Strategic Framework called the Lanarkshire Quality Approach. It will underpin all of the work that the organisation does. It will ensure that the decisions the organisation takes, the services we provide and the way in which we do so, align with the values at its core. This means that when we plan and redesign our services, the organisation's key principles will inform any changes we make. It provides the structure and values to drive healthcare improvements such as those described in this Strategy.

People at the Heart of our Approach

The Lanarkshire Quality Approach sets out core values and principles and will ensure these reflect our aim to provide assurance to the public, the Board and Ministers that as a quality organisation we demonstrate:

- A caring and person-centred ethos that embeds high quality, safe and effective care;
- That we continually strive to do the best individually and collectively;
- That we accept individual accountability for delivering a service to the best of our ability;
- That we are responsive to changing culture, expectations and needs.



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Quality Driven Aims

We have identified four strategic aims to achieve our vision, which have as prerequisite criteria, the NHS Scotland Quality Strategy ambitions of being person-centred, safe and effective along with the requirement to improve efficiency and to achieve financial sustainability by doing the right thing, on time and within budget. These strategic aims are:

- to reduce health inequalities and improve health and healthy life expectancy;
- to support people to live independently at home through integrated health and social care working;
- for hospital day case treatment to be the norm, avoiding admissions where possible;
- to improve palliative care and support end of life services.

Our underpinning quality ambitions are to deliver person-centred, safe and effective care.

For us this means:

- **person-centred** - mutually beneficial partnerships between patients, their families, carers and those delivering health care services which respect individual needs and values and which demonstrate compassion, continuity, clear communication and shared decision making;
- **safe** - there will be no avoidable injury or harm to people from the health care they receive and an appropriate clean and safe environment will be provided for the delivery of health care services at all times;
- **effective** - the most appropriate treatments, interventions, support and services will be provided at the right time to everyone who will benefit and wasteful or harmful variations will be eradicated.

We believe that our shared pursuit of these three quality ambitions will make significant and positive impacts on efficiency and productivity and through this we will secure both improved outcomes for the people we serve and financial sustainability for the organisation.



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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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How will we get there?

We are committed to establishing a connected infrastructure that supports the organisation to deliver on its ambition of putting quality at the heart of the organisation. The components of this infrastructure include:

- Leadership and Behaviours - to bring the culture to life the quality ambitions must be demonstrated in day to day behaviours “from board room to the patient”. We will ensure that leaders at all levels in the organisation are empowered to work in this way;
- Improvement and innovation - we will use a consistent approach to improvement throughout the organisation that reflect all stages of the improvement journey and apply to continuous daily improvement as well as large-scale transformational change;
- Communications and Engagement - to support our approach we will implement a comprehensive communication and engagement plan in order to promote our organisational purpose and quality ambitions and develop even further our partnership with patients, the public, staff, professional advisory committees, local authorities, general practitioners, general dental practitioners, third and independent sector, carer organisations and elected representatives;
- Information - we collect a range of data on the services we provide. This information can support us to measure how the Strategic Framework is being applied to give the Board confidence that the organisation is planning and delivering within the aspirations of the Framework;
- Knowledge and skills - we want our staff to be the most caring, knowledgeable and skilled workforce in Scotland. We are committed to ensuring staff are provided with the appropriate knowledge, skills and confidence to deliver high quality services on a day-to-day basis and at the same time continuously improve those services.

These themes are intended to illustrate areas of action that will enable us to achieve the cultural changes needed to sustain the organisation with quality at its heart. In summary, the Lanarkshire Quality Approach provides a clear outline of the vision, mission, values and objectives of our organisation. It is important that we are clear with ourselves and others about our vision and the key values and objectives we believe will enable us to deliver good quality, person-centred care. In order to provide this clarity we have developed a visualisation of the Lanarkshire Quality Approach as shown below.



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The Lanarkshire Strategic Framework



The full Achieving Excellence document can be accessed on-line below:

<http://www.nhslanarkshire.org.uk/Involved/consultation/healthcare-strategy/Pages/default.aspx>



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Workforce Planning

NHS Lanarkshire is fully committed to ensure that we have a workforce which is instrumental in the successful delivery of Achieving Excellence through making best use of their skills and capabilities.

Much work has and continues to be delivered seeking to align strategic clinical and service planning with supporting workforce planning and development activity.

The Workforce Planning contribution to delivery of Achieving Excellence is testament to this.

Simultaneous workforce planning activity is taking place across the West of Scotland Region as we seek to establish common and collegiate understanding of current workforce capacity then vision and plan for the skills, experience and roles for the future.

The most recent NHS Lanarkshire Workforce Planning document can be accessed below:

Workforce Plan

<http://www.nhslanarkshire.org.uk/publications/Pages/default.aspx?let=W>



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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: <https://www.nhslanarkshire.scot.nhs.uk/data-protection-notice-staff/>.

Equal Opportunities

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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Our Equality, Diversity and Human Rights policy can be viewed on our website:
<https://www.nhslanarkshire.scot.nhs.uk/download/equality-diversity-human-rights-policy/>.

Care and Compassion

As a Nurse, Allied Health Professional or Support Worker what you do and how you do it has a big impact on the quality of health care for people. Establishing effective relationships with people is absolutely essential to their sense of well-being and their attainment of the best possible health and clinical outcomes. It is this that makes the relationship 'therapeutic' that is, the relationship itself is a positive and proactive contribution to health and well-being. The best approach is therefore a simple one emphasising that an effective relationship begins with listening to the person and is based on mutuality, understanding and respect.

The basis of a good therapeutic relationship starts with being clear about people's expectations.

Please go to the following link to find out more details on what the expectations people have of Nurses, Midwives, Allied Health Professionals and their Support Workers in NHS Lanarkshire.

http://www.lanpdc.scot.nhs.uk/Resources/Lists/Publications/Attachments/24/CC_Guidance%202013.pdf

NHS Knowledge and Skills Framework

The NHS Knowledge and Skills Framework (KSF) defines and also describes the knowledge and skills that NHS employees need to apply in their work in order to deliver quality services. It provides a single, consistent, and comprehensive framework on which to base review and development for all employees.

KSF will apply to all NHS employees except doctors, dentists and senior and executive level managers. The purpose of the NHS KSF is:

- To support the effective learning and development of all staff, providing the resources to do so.



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- To support the development of individuals in the post to which they are employed, so that they are effective at work and are clear about what is required of them.
- To promote equality and diversity.

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 www.nhsstaffbenefits.co.uk – new offers are added on a weekly basis.

Smoking

Staff are not allowed to smoke in:

- The building and grounds of all premises from which NHS Lanarkshire services are delivered, all premises owned or occupied by NHS Lanarkshire and all vehicles parked on these premises
- NHS Lanarkshire vehicles and pool cars at all times
- Leased cars and personal vehicles when transporting other staff or patients within working hours and/or when on authorised business.

Staff may smoke only during unpaid official breaks (normally lunchtimes) and only in line with the paragraph above.



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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, heritage centres,
- Numerous country parks.

Find out more at:

www.visitlanarkshire.com

www.visitscotland.com/destinations-maps/glasgow-clyde-valley/



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www.southlanarkshire.gov.uk
www.northlanarkshire.gov.uk

Section 5: Conditions of Service

The Conditions of Service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement.

For an overview of our terms and conditions for Agenda for Change, Medical and Dental, Executive Level and Senior Managers staff, please visit the Management Steering Group website: <https://www.msg.scot.nhs.uk/>.

Salary

Movement in the salary scale is subject to NHS Lanarkshire Pay Determination.

Salary will be paid monthly by Bankers Automated Clearing System direct to a nominated Bank Account.

Health Care Support Worker Mandatory Induction Standards

If the post you apply for does not require membership with a professional body then your performance must comply with the “Mandatory Induction Standards for Healthcare Support Workers in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers, both as amended from time to time. These documents can be found at www.workinginhealth.com/standards/healthcaresupportworkers. Failure to adhere to the standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal.

A training plan will be developed to give you every opportunity to achieve these standards. Your line manager will discuss this with you.

Annual Leave

The annual leave entitlement is 27 working days, rising to 29 working days after 5 years’ service and 33 days after 10 years’ service. In addition to this, you are entitled to 8 statutory holidays per annum to be taken between the period 1 April to 31 March each year. It is the practice of NHS Lanarkshire to calculate annual leave in hours.



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Superannuation (Pension)

From 1 March 2013 new employees will automatically be enrolled in the NHS (Scotland) Superannuation Scheme, or if you are an existing member your membership will continue.

Further information on the benefits of the scheme, can be found at www.sppa.gov.uk.

Right to Work in the United Kingdom

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.

Candidates who require a Certificate of Sponsorship can access further information on the UK Border Agency's new points based system that now governs the way individuals from outside the EEA can work in the UK at www.bia.homeoffice.gov.uk.

Sick Pay

During the first year of service: One months' full pay and two months half pay.

During the second year of service: Two months' full pay and two months' half pay.

During the third year of service: Four months' full pay and four months' half pay.

During the fourth and fifth years of service: Five months' full pay and five months' half pay.

After completing five years of service: Six months' full pay and six months' half pay.

Medical Examination

New entrants to NHS Lanarkshire are required to pass a pre employment medical screen. The right is reserved to require the successful candidate to undergo a medical examination and/or x-ray at any time if it is considered necessary.



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Immunisation Requirements, Hepatitis B And Hepatitis C Status

In order to protect patients, healthcare workers who carry out Exposure Prone Procedures (EPPs) as part of their role, must provide documented evidence that they do not have a blood borne virus that they may pass on to patients whilst carrying out EPP work (i.e. that they are not infectious for hepatitis B, hepatitis C and HIV). Blood test results must be from “identified validated samples” (IVS) and be documented as such.

In some cases, it is possible for healthcare workers who have a blood borne virus, to carry out a range of EPP work. This will be assessed and monitored by an Occupational Health Consultant and the healthcare workers’ treating physician.

Healthcare workers who perform EPPs have a professional, ethical and legal duty to protect their patients and inform occupational health if they know (or suspect) that they are infected with a blood borne virus (hepatitis B, hepatitis C or HIV) now or at any time in the future. Further guidance is given by the relevant Regulatory Bodies.



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Section 6: Guidance Notes for the Completion of an Application Form

Introduction

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 ensure the email address supplied 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 form from a previous job. Simply select the application you wish to copy from 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 upon submission. You will receive further emails communicating the outcome of your application at shortlisting. Please check your inbox (including spam folder) regularly. You are able to reply to any automated emails received; these will be re-routed to the Recruitment Administrator managing the vacancy.

Closing Date

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



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Preparing to Apply

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.

The information you provide us with in your application form will be used to decide whether you are shortlisted and invited to the next stage of the recruitment process. The panel will shortlist against the essential criteria of the post as specified in the Job Description and Person Specification. You should therefore ensure you clearly demonstrate these criteria in your application form.

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 save your application regularly.

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

Personal Details

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

Other Details

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 <http://ukba.homeoffice.gov.uk/workingintheuk/>.

Advert Details

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



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Education

To ensure you have not missed a section, if you do not have any education details to submit, please enter N/A.

Qualifications

This section is about your qualifications gained or currently working towards. This section should include, school, college and/or 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.

Membership of Professional Regulatory Bodies

Some posts require you to have a membership with a specified professional body. Include the name and type of membership you hold, along with your registration number and renewal/expiry date.

Other Details

Please answer the question if relevant to the job description.

Employment

Please start with your current/most recent employer and work back through your employment history.

Employer Details

This section will help us build an accurate picture about the type of work and responsibilities you are currently involved in. Please provide 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.

Role Purpose/Summary of Responsibilities

Please tell us about the main duties and responsibilities of your current job.



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Employment History

Tell us about your work history, including job titles, grades, your employers' names and the dates of your employment.

Please save all periods of employment before continuing to the next page.

Equal Opportunities

Job Interview Guarantee (JIG) Scheme

NHS Lanarkshire is a Disability Confident Leader 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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Referees

Please provide full, accurate details of your referees who will be contacted if you are deemed the preferred candidate for the post. If the information is inaccurate, it may lead to a delay in your start date. Your referees cannot be family or friends.

Your first referee **must** be your current (or most recent) line manager.

Please also identify a second referee who may have close knowledge of your skills, knowledge and abilities, and who may offer opinion on your suitability for this post (e.g. supervisor or previous employer).

The details you provide should cover the last 3 years of your employment history, if the two referees provided do not cover 3 full years, please provide additional referees to cover this period. 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 to NHS Lanarkshire, you are only required to provide details of your current line manager.

Our recruitment team will confirm with you before contacting your referees if conditionally offered the post.

Assessment / 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.

Please answer the three questions on the assessment form, detailing how your skills, qualities and experience make you a suitable candidate for the job. You may wish to prepare your answers on a separate document and paste into the application form. If you are having difficulty saving this page, copy and paste your answers into notepad before pasting into the application form to remove any hidden formatting.



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You may wish to read the NHS Lanarkshire's vision and values prior to answering the second question <https://www.nhslanarkshire.scot.nhs.uk/about-us/corp-strategy/>.

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 vacancy.

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. Further information is available from <http://www.audit-scotland.gov.uk/work/nfi.php>.



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