

Registered Nurse Band 5 Recruitment Pack

A decorative graphic on the left side of the page, consisting of a series of overlapping, stylized waves in two shades of blue (a medium blue and a darker blue) on a light blue background.

**Make a difference
in Fife**



© NHS Fife 2020

Published: November 2020

This document is licensed under the Creative Commons Attribution-Non commercial-No Derivatives 4.0 International Licence. This allows for the copy and redistribution of this document as long as NHS Fife is fully acknowledged and given credit. The material must not be remixed, transformed or built upon in any way. To view a copy of this licence, visit <https://creativecommons.org/licenses/by-nc-nd/4.0/>

www.nhsfife.org

Contents

Message from our Director of Nursing 2

Post Advert 3

NHS Fife – Our vision, mission and values 4

NHS Fife – our priorities 5

Appointment arrangements 6

Summary of NHS Fife terms and conditions 9

Message from our Director of Nursing

Welcome

Thank you for your interest in the position of Registered Nurse within NHS Fife.

This is an exciting opportunity to provide high quality nursing care for the citizens of Fife.

NHS Fife is a high performing, forward thinking organisation constantly seeking to ensure quality, person-centred and clinically excellent care.

If you relish a challenge and have a passion to help others then NHS Fife will provide a great opportunity for you to realise your potential.

As one of the most dynamic health boards in Scotland we provide a full range of primary, community, mental health, acute and elective hospital services for a population of around 370,000 across the Kingdom of Fife. We are rooted in the communities we serve and are driven by our vision to improve the health of our population by developing integrated healthcare services delivered through our highly talented and committed workforce.

We are seeking compassionate and inspiring individuals who have the ability to deliver wide ranging person-centred care. You will be committed to working as part of the NHS Fife nursing team and will demonstrate kind and compassionate care.

In joining us you will have the opportunity to make a career defining impact within NHS Fife and contribute to improving the health and wellbeing of our communities.

Janette Owens

Director of Nursing, NHS Fife

Post Advert

Registered Nurse Adult/Mental Health/ Learning Disabilities/Child - Band 5



Are you looking for a fresh nursing challenge, searching for something closer to home, or even looking to take your first steps in your fledgling nursing career? NHS Fife can help.

We're looking for driven, compassionate registered nurses to join our growing team.

With opportunities across Fife – both in acute and community settings - these are crucial roles at the forefront of healthcare; making a meaningful difference to people when they are most in need.

Our staff are at the heart of everything that we do – therefore, we understand the importance of a healthy and flexible approach to work life balance. We know how important the work we do is, but we also understand that our staff have a life and responsibilities outside the NHS. That's why in addition to benefits like pension contributions, increasing holidays in line with length of service, and career progression support, we also endeavour to work with staff and ensure their roles work for them and those closest to them. We strongly believe that a fulfilling career helping people to live long, and healthy lives should not mean choosing between work and home life.

We are particularly keen to hear from registered nurses in the fields of:

- mental health and learning disability
- child
- health visiting
- theatre and anaesthetics
- critical and emergency care

All these roles incorporate access to further education, training, and professional development and support.

NHS Fife is one of 14 territorial NHS Boards in Scotland, serving the stunning and diverse Kingdom of Fife on Scotland's east coast. The board provides healthcare to a population of more than 370,000 people and we currently employ around 9,000 staff.

By choosing to join NHS Fife, you are choosing to make a real difference. Find out more about these exciting and challenging roles and for an informal discussion with one of the team please contact fife.nursingsocialmediaqueries@nhs.scot

Please note we are unable to accept CV applications.

The closing date for applications is **14 November 2021**

NHS Fife – Our vision, mission and values

Our vision

The people of Fife live long and healthy lives

Our mission

Transforming Health and Care in Fife to be the best

Our values

Care and compassion

Dignity and respect

Openness, honesty and responsibility

Quality and teamwork

NHS Fife – our priorities

Our corporate objectives

Person-centred:

- Listen to what matters to you
- Design services in partnership with service users, carers and communities
- Give you choices and information
- Create environments that encourage caring and positive outcomes for all
- Develop and redesign services that put patients first supporting independent living and self-management

Clinically excellence:

- Work with individuals to receive the best care possible
- Ensure there is no avoidable harm
- Achieve and maintain quality standards
- Ensure environment is clean, tidy, well maintained, safe and something to be proud of
- Embed patient safety consistently across all aspects of healthcare provision

Sustainable:

- Optimise resource for health and wellbeing
- Ensure cost effective and within budget
- Increase efficiency and Reduce Waste
- Service redesign will ensure cost effective, lean and minimise adverse variation
- Optimise use of property and assets with our partners

Exemplar employer:

- Create time and space for continuous learning
- Listen to and involve staff at all levels
- Give staff skills, resources and equipment required for the job
- Encourage staff to be ambassadors for Health and Social Care in Fife
- Create high performing multidisciplinary teams through education & development
- Equip people to be the best leaders

Appointment arrangements

Applications

Applications are made electronically from www.jobs.scot.nhs.uk, through the JobTrain Application Tracking System.

Employment references

References should include current and previous employers covering the last 3 years of your employment history. References will be taken up for the successful candidate only, which is in line with the Recruitment and Selection Policy.

Evidence of qualifications

Candidates will be required to provide evidence of their qualifications.

Medical assessment

Any offer of employment is subject to satisfactory Occupational Health Clearance. The Occupational Health Service will make an assessment on your fitness to carry out the post based on the information contained within the questionnaire. In certain circumstances further information is required before clearance can be given and Occupational Health may contact you by telephone or request that you attend for an appointment. Clearance must be obtained before a new employee commences employment with NHS Fife.

Applicants with Disability

A disability or health problem does not preclude full consideration for the job and an application from a person with a disability(ies) is welcome. All information will be treated as confidential. NHS Fife has been approved, by the Employment Services Department, as an Equal Opportunities employer with a positive policy towards employment of disabled people. NHS Fife guarantees to interview all applicants with disabilities who meet the minimum criteria for the post.

Criminal conviction check

All applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients in the course of their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme. Any offer of employment is conditional upon a satisfactory check or confirmation of scheme membership being received and a commencement date for employment will only be agreed following this confirmation.

Failure to disclose convictions information as required will result in the offer of employment being withdrawn. If you are appointed, and it is found that you did not reveal a previous conviction you will be subject to disciplinary action and your employment may be terminated. Information in relation to Scotland's disclosure and rehabilitation of offenders' regime can be found on the Disclosure Scotland website www.disclosurescotland.co.uk.

Immigration, Asylum and Nationality Act 2006 – Prevention of illegal working

Candidates must be eligible to work in the UK – The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK. Guidance on suitable documentation will be provided.

Provision of false information

Candidates should also note that the provision of false information or the omission of material information in their application or at interview may lead to the offer of employment being withdrawn or summary dismissal.

Visit to NHS Fife – candidate preparation

If COVID-19 restrictions allow, shortlisted candidates can, by appointment, take up the opportunity to visit NHS Fife and some of the key sites. This is an optional part of the process and will depend on the prevalence of COVID-19 and the associated guidance on travel etc. at the time.

Travel Expenses

If incurred, reasonable travel expenses will be reimbursed when attending the assessment and interview day. The travel expenses for the successful candidate will be paid when they take up post and will be included in their first monthly salary.

Please note, however, reimbursement of expenses shall not be made to individuals who refuse an offer of employment on grounds which, in the opinion of NHS Fife are inadequate.

Interview and assessment arrangements

Due to Covid-19 the selection process may be conducted virtually via Microsoft Teams.

Interview date: Interviews will take place on an ongoing basis from the 11th of November 2021.

Informal Enquiries

For an informal discussion please email fife.nursingsocialmediaqueries@nhs.scot

Summary of NHS Fife terms and conditions

Agreement on Pay and Conditions of Service is as per Agenda for Change

Salary

Salary: £26,104 - £32,915

Contract

Permanent

Pension fund

The appointment is superannuable under the NHS (Scotland) Superannuation Scheme unless you opt out in favour of some other scheme or are ineligible to join. Your remuneration will be subject to deduction of superannuation contributions in accordance with the scheme. Costs and contributions are available on the SPPA website: www.sppa.gov.uk

NHS Fife encourages staff to join the scheme.

Hours of work

There will be a variety of hours and shift patterns available. For pay purposes the full time hours for the post will be deemed to be 37.5 hours per week.

Holiday entitlement

Annual holiday entitlement is 27 days annual leave per year on commencement, rising to 29 days after 5 years service and 33 days after 10 years service. There are also eight fixed public holidays in a year.

Period of notice

4 weeks.

No Smoking Policy

NHS Fife operates a No Smoking Policy and it is the case that employees are not permitted to smoke on the premises or grounds. It is a condition of employment that you comply with these requirements.

NHS Fife provides accessible communication in a variety of formats including for people who are speakers of community languages, who require Easy Read versions, who speak BSL, read Braille or use Audio formats.

NHS Fife SMS text service number 07805800005 is available for people who have a hearing or speech impairment.

To find out more about accessible formats contact:


fife-UHB.EqualityandHumanRights@nhs.net or phone 01592 729130

NHS Fife


Hayfield House
Hayfield Road
Kirkcaldy, KY2 5AH

www.nhsfife.org

 facebook.com/nhsfife

 [@nhsfife](https://twitter.com/nhsfife)

 youtube.com/nhsfife

 [@nhsfife](https://www.instagram.com/nhsfife)