NHS Lothian

Working for NHS Lothian











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Section 1: NHS Lothian Values into Action



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

Our Values are:

- **Quality**

  We continually look for ways to make what we do even better

- **Dignity and Respect**

  People are communicated with in a way that they understand and staff check that the individual has understood the information given

- **Care and Compassion**

  We take time to ensure each person feels listened to, secure, understood and is treated compassionately

- **Openness, Honesty and Responsibility**

  We continually listen & learn from staff, people receiving care, carers and family

- **Teamwork**

  We understand and value each other role and contribution

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values. More information on Our Values can be found by clicking on the link at the bottom of our Careers website front page: **NHS Lothian Careers**

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Section 2: General Information for Candidates

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: Data Protection Notice (nhslothian.scot)

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's intranet (Counter-Fraud and Theft page) and further information is available on the Audit Scotland website: www.audit-scotland.gov.uk/

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

Changes to Disclosure and Rehabilitation Regime
In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. The rules 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: FAQ – Disclosure Scotland and Self-Declaration forms – NHS Lothian Careers

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: Recruitment of People with Convictions – NHS Lothian Careers

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Work Visa
If you require a Work Visa, please seek further guidance on current immigration rules which can be found on the Home Office website: UK Visas and Immigration - GOV.UK (www.gov.uk)

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

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

Terms and Conditions
For an overview of our Agenda for Change terms and conditions please click on this link: Agenda for Change | MSG (scot.nhs.uk)

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

Application Form Completion
The purpose of an application form is to help you evidence you have all the requirements applicable to carry out the job applied for.

It is essential to read both the job description and person specification to gain a full understanding of what the job entails and the minimum criteria required.

Please note for equal opportunity purposes NHS Lothian do not accept CV's as a form of application.

For general help and advice on how to complete an application form please visit our careers website: Finding a Position – NHS Lothian Careers

Salary Placement
Unless you are bringing extensive relevant experience to the role, or were previously an employee of the NHS, you will be appointed to the minimum of the salary scale.

The Agenda for Change salary scales have a minimum point and a maximum point. Progress to the maximum point is made by moving up an incremental point on an annual basis and receiving the value of that point.

It should be noted that not all increments attract a salary increase.

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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 www.nhsstaffbenefits.co.uk/ New offers are added on a weekly basis.

ePayslips
All NHS Lothian employees (with the exception of facilities and estates staff band 1 – 4) receive their payslip electronically. The payslip can be downloaded from the e-payroll system.

Section 3: Working in Edinburgh and the Lothians

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

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

Edinburgh and the Lothians
Edinburgh and the Lothians are on the eastern side of Scotland's central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East, Mid and West Lothian.
NHS Lothian serves a population of approximately 850,000 people living in and around Edinburgh, Scotland's historic capital city. The geographical area known as Lothian region covers 700 square miles, comprising the City of Edinburgh, Midlothian, East Lothian and West Lothian.

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

For further information on relocating to Edinburgh please visit our careers website:
Relocating to Lothian – NHS Lothian Careers

Section 4: Workplace Equality Monitoring

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce which will enable us to make comparisons locally, regionally and nationally.

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Section 5: 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: Equal Opportunities – NHS Lothian Careers

Section 6: Code of Conduct for Healthcare Support Workers

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

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

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

For more information on the Code of Conduct for Healthcare Support Workers please read the guidance: Code of Conduct for Healthcare Support Workers | Skills for Health