

# NHS Lothian Business & Administrative Education/Career development pathway – Bands 2 to 7



(Based on the NHS Scotland Career Framework – ref 1)

Key points;

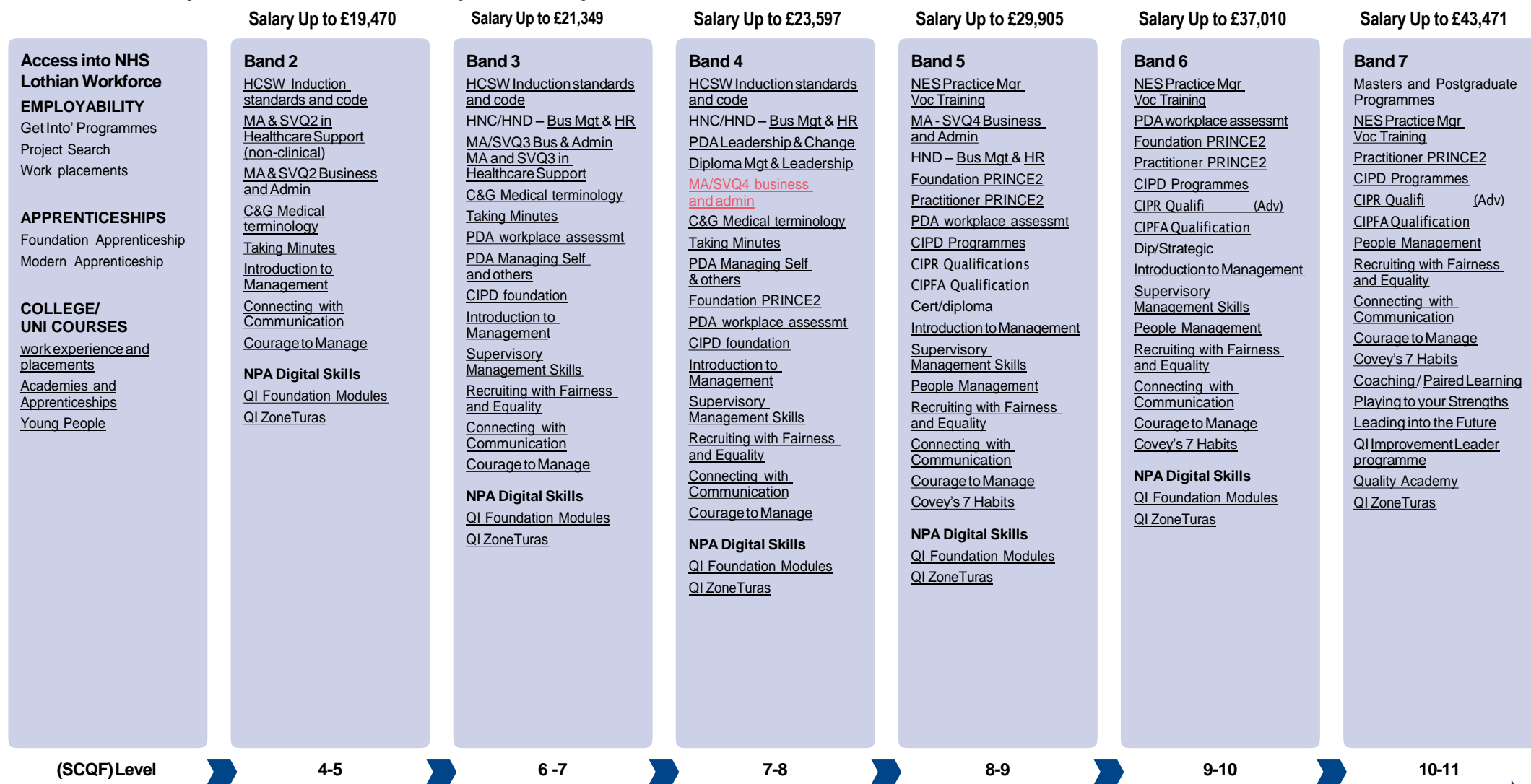
- Business and Administrative covers the following job families: Business & projects, Finance, Human Resources, Information Systems & Technology, Office Service, Patient Services, Communications,
- The framework below gives examples of resources that staff can access as part of developing their roles and need to be agreed as part of staff's PDPR discussions. Please click on subject hyperlink for more detail
- Underpinning the pathway is: Mandatory training, Healthcare Support Worker Standards and Code, PDPR
- All new roles must be agreed via the NHS Lothian Workforce Organisational Change Committee

## References

1. NHS Scotland Career Framework <http://www.nes.scot.nhs.uk/education-and-training/by-discipline/business-and-administrativeservices.aspx>

## Resources

1. NHS Lothian Career Pages <http://careers.nhslothian.scot.nhs.uk/Pages/default.aspx>
2. Admin Centre <http://www.theadmincentre.nes.scot.nhs.uk/default.aspx>



Underpinned by Corporate & local Induction, HCSW Mandatory Induction Standards, Knowledge & Skills Framework, Personal Development Planning & Review, Mentorship & shadowing, Mandatory training including e-learning and classroom based training – Health & Safety, Fire, Hospital Associated Infection, Information Governance, Basic Life Support, Violence & Aggression, Public Protection, Equality & Diversity and Fire, Mandatory policy packages and Work Based Learning