

## Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE	WHEN EVALUATED
<b>Qualifications and Training</b>	Successful completion of UK Foundation Programme or equivalent	Distinction, prizes or honours during Postgraduate training  ALS/ATLS/CRISP Instructor Status	Application Form
<b>Experience</b>	Recent development in areas of acute care and medical specialty e.g. ED, Acute Medicine etc	Well-presented log book or professional portfolio	Application Form  Interview
<b>Eligibility</b>	Eligible for full registration with the GMC at time of appointment and hold a current licence to practice  Evidence of achievement of postgraduate medical training in line with GMC standards/Good Medical Practice  Eligibility to work in the UK	Evidence of research and publications in peer reviewed journals	Application Form  Interview
<b>Teaching</b>	Enthusiastic in teaching clinical skills in the workplace or training environment  Evidence of contributing to teaching & learning of others	Experience of simulation based teaching  Has successfully completed a 'training the trainers' or 'teaching skills' course	Application Form  Interview
<b>Fitness To Practise</b>	Is up to date and fit to practise safely		Application Form  References

<b>Health</b>	Meets professional health requirements (in line with GMC standards/ Good Medical Practice)		Application Form  Pre-employment health screening
<b>Academic/ Research Skills</b>	<p><b>Research Skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates understanding of the basic principles of audit, clinical risk management &amp; evidence-based practice</li> <li>• Understanding of basic research principles, methodology &amp; ethics, with a potential to contribute to research</li> </ul> <p><b>Audit:</b></p> <ul style="list-style-type: none"> <li>• Evidence of active participation in audit</li> </ul>	<p>Evidence of relevant academic &amp; research achievements e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements</p> <p>Evidence of participation in risk management and/or clinical/laboratory research</p>	Application Form  Interview
<b>Personal Skills</b>	<p><b>Judgement Under Pressure:</b></p> <ul style="list-style-type: none"> <li>• Capacity to operate effectively under pressure &amp; remain objective in highly emotive/pressurised situations</li> <li>• Awareness of own limitations &amp; when to ask for help</li> </ul> <p><b>Communication Skills:</b></p> <ul style="list-style-type: none"> <li>• Capacity to communicate effectively &amp; sensitively with others</li> <li>• Able to discuss treatment options with patients in a way they can understand</li> <li>• Excellent written and verbal communication skills</li> </ul>	Motivated and able to work unsupervised as well as within a small team under appropriate guidance	Application Form  Interview  References

	<p><b>Problem Solving:</b></p> <ul style="list-style-type: none"> <li>• Capacity to think beyond the obvious, with analytical and flexible mind</li> <li>• Capacity to bring a range of approaches to problem solving</li> </ul> <p><b>Situation Awareness:</b></p> <ul style="list-style-type: none"> <li>• Capacity to monitor and anticipate situations that may change rapidly</li> </ul> <p><b>Decision Making:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates effective judgement and decision-making skills</li> </ul> <p><b>Organisation &amp; Planning:</b></p> <ul style="list-style-type: none"> <li>• Capacity to manage time and prioritise workload, balance urgent &amp; important demands, follow instructions</li> <li>• Understands importance &amp; impact of information systems</li> </ul> <p>Excellent interpersonal skills</p> <p>Evidence of ability to present oneself in an organised, professional manner</p> <p>Evidence of understanding of the importance of team work</p> <p>Experienced with Microsoft Word including PowerPoint, word-processing and spreadsheet software</p>		
<p><b>Probity</b></p>	<p><b>Professional Integrity:</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> </ul>		<p>Application</p>

	<ul style="list-style-type: none"> <li>• Demonstrates respect for the rights of all</li> <li>• Demonstrates awareness of ethical principles, safety, confidentiality &amp; consent</li> </ul>		Form  Interview  References
<b>Circumstances of Job</b>	May be required to work at any of NHS Lothian's sites, according to the placement of the post		

## Introduction to Appointment

**Job Title:** Clinical Fellow (Locum Appointment for Service) Posts with focus on Quality Improvement, Simulation, or Undergraduate Teaching

**Department:** Emergency Medicine

**Base:** Royal Infirmary of Edinburgh, NHS Lothian

You may also be required to work at any of NHS Lothian's sites, according to the placement of the post.

### Post Summary:

Working within specific departments, Clinical Directors, Clinical Service Leads and the Directorate Management team, these posts will give successful applicants the opportunity to experience clinical specialties of professional interest to them before committing to a programme of training through a Core or Specialty application.

These posts will offer successful applicants the opportunity to develop their clinical and professional competence in a purposeful and supervised manner as an assist to overall CV development.

Development time will be combined with supervised and directed activity linked to an area of mutual professional interest including clinical teaching, quality improvement and safety, management and leadership development or informatics.

For further information regarding a specific area or specialty please see the additional information below about the posts available. There is also contact information for someone from the service / department should you wish to make further enquiries.

All available posts have been split into the following service areas within the separately attached Job outlines:

### Royal Infirmary of Edinburgh

#### Emergency Medicine with Special Interest

Clinical Fellow (LAS) posts with dedicated development time based at the Royal Infirmary of Edinburgh.

We would love you to join the Emergency Medicine team at NHS Lothian and have a variety of opportunities with something to suit everyone. We are a Major Trauma Centre and the largest Emergency Department in Scotland.

The posts will allow time for a special interest. 80% of your time will be spent working on the shopfloor in the ED with the remaining 20% allowed for engaging in a specialist interest. These include Paediatric Emergency Medicine, eHealth IT, Education – Simulation, Trauma, and Toxicology. This will allow you the opportunity to explore other specialities and develop your CV for future training applications.

Please do have a look at our department and team - [Edinburgh Emergency Medicine](#)

For an informal discussion or further information please contact:

Dr David McKean, [david.mckean@nhslothian.scot.nhs.uk](mailto:david.mckean@nhslothian.scot.nhs.uk)

### **Royal Infirmary of Edinburgh**

#### **Emergency Medicine with Development Time**

Clinical Fellow (LAS) posts with dedicated development time based at the Royal Infirmary of Edinburgh.

We would love you to join the Emergency Medicine team at NHS Lothian and have a variety of opportunities with something to suit everyone. We are a Major Trauma Centre and the largest Emergency Department in Scotland.

The posts will allow time for clinical development whether that be in Education, Quality Improvement or an area of your own interest. 90% of your time will be spent working on the shopfloor in the ED with the remaining 10% assigned to development days. This will allow you the opportunity to develop your CV for future training applications.

Please do have a look at our department and team - [Edinburgh Emergency Medicine](#)

For an informal discussion or further information please contact:

Dr David McKean, [david.mckean@nhslothian.scot.nhs.uk](mailto:david.mckean@nhslothian.scot.nhs.uk)

## Main Duties and Responsibilities

The exact format of each post will be agreed with the successful applicant and the Clinical Director of the clinical area. However, the following general principles will apply.

### **For Clinical Fellow Posts with focus on Simulation, Quality Improvement, or Undergraduate Teaching**

Within a 40-hour contract (minimum – some areas may have a banded component), each fellow will contribute approximately:

- 36 hours of Supervised Clinical activity within the Department selected.
- 4 hours Personal and Professional Development (PPD) which will focus on *either* Simulation, Quality improvement, *or* Undergraduate Teaching.

### **Communication and Working Relationships**

The post holders will be expected to establish and maintain extremely good communications and working relationships with a wide range of staff, including:

- Clinical Director of the parent acute care specialty who will act as immediate Line manager
- Supervising Staff members from Medical, Clinical and AHPs backgrounds
- Academic mentor/ Named Clinical Supervisor
- Colleagues in training grades at Foundation, Core and Specialty level

### **Base**

The post holder will be based in the Royal Infirmary of Edinburgh and will spend much of their time with other clinicians, staff and medical students.

### **Annual leave**

Annual leave is in accordance with the nationally agreed level for the grade of applicant

### **Qualifications and Experience**

The post holder must (at the time of commencement of employment) have full registration with the GMC. Ideally applicants will have recently completed a UK based Foundation Programme and understand the UK Healthcare system. It is no longer a requirement of employment within the NHS that medical staff be registered with a medical insurance organisation. Should you wish to maintain registration with such an organisation this is entirely your own choice.

### Job Revision

This job description should be regarded only as a guide to the duties required and not definitive or restrictive in any way. It may be reviewed in the light of changing circumstances following consultation with the post holders. This job description does not form part of the contract of employment.

### Training Approval

These posts are **not** recognised for training but have been designed in consultation with the Postgraduate Dean in relation to future employment status and eligibility for Core or Specialty training and are built on sound educational governance principles.

### Appointment

The appointment will be on a full-time basis for 12 months only and subject to satisfactory on-going appraisal within role.

For an overview of the terms and conditions visit:

<http://www.msg.scot.nhs.uk/pay/medical>.

<b>TYPE OF CONTRACT</b>	Fixed Term
<b>GRADE AND SALARY</b>	Clinical Fellow (Locum Appointment for Service) £40,995 - £54,235 per annum (pro-rata if applicable)
<b>HOURS OF WORK</b>	40 hours per week
<b>SUPERANNUATION</b>	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: <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a>
<b>REMOVAL EXPENSES</b>	Assistance with removal and associated expenses may be awarded
<b>EXPENSES OF CANDIDATES FOR APPOINTMENT</b>	NHS candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Reimbursement 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.
<b>TOBACCO POLICY</b>	NHS Lothian operates a No Smoking Policy in all premises and grounds.
<b>DISCLOSURE</b>	This post is considered to be in the category of "Regulated Work"



<b>SCOTLAND</b>	and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership.
<b>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</b>	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.
<b>REHABILITATION OF OFFENDERS ACT 1974</b>	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.
<b>MEDICAL NEGLIGENCE</b>	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.
<b>NOTICE</b>	Employment is subject to one month notice on either side, subject to appeal against dismissal.
<b>PRINCIPAL BASE OF WORK</b>	You may be required to work at any of NHS Lothian sites as part of your role.
<b>SOCIAL MEDIA POLICY</b>	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.

