

## 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 eg 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> Demonstrates understanding of the basic principles of audit, clinical risk management &amp; evidence-based practice</p> <p>Understanding of basic research principles, methodology &amp; ethics, with a potential to contribute to research</p> <p><b>Audit:</b> Evidence of active participation in audit</p>	Evidence of relevant academic & research achievements eg degrees, prizes, awards, distinctions, publications, presentations, other achievements Evidence of participation in risk management and/or clinical/laboratory research	Application Form Interview
<b>Personal Skills</b>	<p><b>Judgement Under Pressure:</b> Capacity to operate effectively under pressure &amp; remain objective In highly emotive/pressurised situations</p> <p>Awareness of own limitations &amp; when to ask for help</p> <p><b>Communication Skills:</b> Capacity to communicate effectively &amp; sensitively with others</p> <p>Able to discuss treatment options with patients in a way they can understand</p> <p>Excellent written and verbal communication skills</p> <p><b>Problem Solving:</b></p>	Motivated and able to work unsupervised as well as within a small team under appropriate guidance	Application Form Interview References

	<p>Capacity to think beyond the obvious, with analytical and flexible mind</p> <p>Capacity to bring a range of approaches to problem solving</p> <p><b>Situation Awareness:</b> Capacity to monitor and anticipate situations that may change rapidly</p> <p><b>Decision Making:</b> Demonstrates effective judgement and decision- making skills</p> <p><b>Organisation &amp; Planning:</b> Capacity to manage time and prioritise workload, balance urgent &amp; important demands, follow instructions</p> <p>Understands importance &amp; impact of information systems</p> <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> Takes responsibility for own actions</p> <p>Demonstrates respect for the rights of all</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

	Demonstrates awareness of ethical principles, safety, confidentiality & consent		
<b>Circumstances of Job</b>	May be required to work at any of NHS Lothian's sites, according to the placement of the post		

## HOW TO APPLY

### Eligibility to Apply

Candidates MUST meet the following Criteria to be eligible to apply for these posts:

1. Be Registered with a full licence to practise with the General Medical Council (GMC)
2. Will have completed Foundation Year Two training or equivalent by August 2024 but no more than 2 years ago.

All applicants must complete the full medical application form via the JobTrain system to be considered for the post.

## Introduction to Appointment

**Job Title:** Clinical Fellow (Locum Appointment for Service) in Oral & Maxillofacial Surgery

**Department:** Acute Hospital Services

**Base:** St John's Hospital, Livingston (SJH)

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

### **Post Summary:**

This Clinical Fellow post provides an exciting opportunity to experience the head and neck surgical specialty of Oral and Maxillofacial Surgery. The post is based in the Regional OMFS Unit at St John's Hospital.

The Department provides a comprehensive regional service including major head and neck ablative and reconstructive surgery, hard and soft tissue facial trauma, craniofacial deformity surgery, management of salivary disease, adult secondary cleft surgery, disorders of the temporomandibular joint and management of tumours and cysts of the jaws.

The Clinical Fellow will join a team of six Consultants, two Senior Trainees, one Advanced Head and Neck Fellow, one Trauma Fellow, two Specialty Doctors and five Dental Core Trainees.

There will be opportunities to gain experience in outpatients and theatres to develop knowledge and diagnostic skills in a specialty in which there is limited undergraduate exposure. The CDF will contribute to the shared ENT/Plastics/OMFS out of hours cover.

This post will provide excellent experience to those wishing to pursue a career in OMFS or other surgical specialty but would also provide excellent clinical experience for those considering a career in General Practice.

**For more information please contact:** Mr J Morrison, Consultant OMFS Surgeon ([james.morrison@nhslothian.scot.nhs.uk](mailto:james.morrison@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 St John's Hospital, Livingston (SJH) and the Royal Hospital for Children and Young People, Edinburgh (RHCYP) 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.

## **Terms and Conditions of Employment**

For an overview of the terms and conditions visit: <http://www.msg.scot.nhs.uk/pay/medical>.

<b>TYPE OF CONTRACT</b>	FIXED TERM: 12 months
<b>GRADE AND SALARY</b>	Clinical Fellow £40,995 - £54,235 (pro rata as 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 SCOTLAND</b>	This post is considered to be in the category of "Regulated Work" 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.



