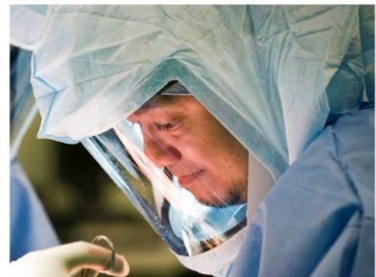


# Working for NHS Lothian



Image courtesy of Edinburgh Inspiring Capital ([www.edinburgh-inspiringcapital.com](http://www.edinburgh-inspiringcapital.com))



## Contents

Person Specification
Introduction to Appointment
Departmental and Directorate Information
Main Duties and Responsibilities
Contact Information
Working for NHS Lothian
Terms and Conditions of Employment
General Information for Candidates
Staff Support & Wellbeing
Equality & Diversity

**This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.**

All NHS Scotland and NHS Lothian Medical vacancies are advertised on the national website:  
[NHSScotland Jobs | Job Train](#)

Applications are made online through the national website: [NHSScotland Jobs | Job Train](#)

Please visit our Careers website for further information on what NHS Lothian has to offer  
<http://careers.nhslothian.scot.nhs.uk>



<http://careers.nhslothian.scot.nhs.uk>

**Person Specification Clinical Fellows, including Development, Quality Improvement, Simulation and Undergraduate Teaching Fellows**

REQUIREMENTS	ESSENTIAL	DESIRABLE	WHEN EVALUATED
<b>Qualifications and Training</b>	Successful completion of UK Foundation Training	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 logbook or professional portfolio Previous experience in Oncology	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> </ul>	Motivated and able to work unsupervised as well as within a small team under appropriate guidance	Application Form  Interview  References



	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> </ul> <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 teamwork</p> <p>Experienced with Microsoft</p>		
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	Word including PowerPoint, word-processing and spreadsheet software		
<b>Probity</b>	<b>Professional Integrity:</b> <ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Demonstrates respect for the rights of all</li> <li>• Demonstrates awareness of ethical principles, safety, confidentiality &amp; consent</li> </ul>		Application Form  Interview  References



## Introduction to Appointment

**Job Title:** Clinical Fellow in Oncology & Breast Surgery

**Department:** Cancer Services

**Base:** Edinburgh Cancer Centre, Western General Hospital

### Post Summary:

Working within the Oncology & Breast Surgery Team at The Edinburgh Cancer Centre, the successful applicant will have opportunities to work in outpatient clinics, receive training in the delivery of SACT (Systemic-Anti Cancer Therapy), get experience of radiotherapy and partake in multidisciplinary team meetings, and spend time in theatre. This will deliver a comprehensive understanding of the management of breast cancer and the associated acute oncology scenarios that can result from the disease and its treatment. There will be responsibilities to the breast surgery inpatients, working with FY1, FY2, GPST, CF and IMT ward doctors and it is expected that the post holder will provide continuity of care for these patient. Close working interactions with the Hospital Palliative Care team provides valuable experience in symptom management and end-of-life care.

The team is research active and includes three Clinical Academics in Medical Oncology. It is hoped and expected that the successful candidate will be involved in clinical trial activity and gain experience in this important aspect of the team's work.

In addition, the post holder will have opportunities to participate in audit and quality improvement projects within the Oncology and/or Breast Surgery Service and there will be protected time within the working week to allow the post holder to undertake this.

## Departmental and Directorate Information

### Edinburgh Cancer Centre

The Edinburgh Cancer Centre (ECC), based at the Western General Hospital offers specialist treatment for all cancers within the framework of site-specific multidisciplinary teams incorporated within the South East Scotland Cancer Network (SCAN). SCAN consists of Lothian (Western General Hospital, Royal Infirmary of Edinburgh and St Johns in Livingston), Fife (Queen Margaret Hospital Dunfermline and Victoria Hospital Kirkcaldy), Borders (Borders General Hospital) and Dumfries (Dumfries and Galloway Royal Infirmary). There is close collaboration with the CRUK Edinburgh Cancer Research Centre, offering the potential for translational research and cross collaboration with specialist scientists. We actively participate in clinical trials across all cancer types, within specialist clinical trials teams who work within the framework of the South East Scotland Cancer Research Network (SCRN) and



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the Experimental Cancer Medicine Centre (ECMC). There is also close collaboration with Edinburgh University, the Edinburgh University medical school and the South East Scotland Faculty for Clinical Educators.

The ECC sees approximately 4500 new patients each year and is in the process of expansion to cater for expected increase in demand over the next 10-15 years. More than 4000 courses of radiotherapy are delivered each year, 75% with radical intent and 24000 attendances /annum for systemic anticancer therapy (SACT). There are 72 oncology beds including a 10 bedded bone-marrow transplant unit and an on-site hostel with facilities for 16 patients. There is a centre for teenage and young adult patients with cancer within the cancer centre.

Radiotherapy and brachytherapy services are based at ECC. The department offers a wide range of radiotherapy techniques such as 3D-CRT, virtual simulation, SABR for oligometastatic disease, IMRT (static field and RAPIDARC), intracranial stereotactic radiosurgery, I<sup>125</sup> seed prostate brachytherapy using ECLIPSE, HELIOS, IPLAN and BRACHYVISION treatment planning systems. There is a kilovoltage machine for skin treatments, an HDR brachytherapy suite and dedicated onsite facilities for preparation and administration of radionuclides. The department is networked with the Varian ARIA radiotherapy Information system and is fully integrated within the Scottish PACS system. There is access to CT-PET at the imaging centre at the Royal Infirmary of Edinburgh.

The outpatient systemic anti-cancer therapy (SACT) suite sees approximately 24000 patient attendances per annum with on site SACT preparation. This unit is nurse led with associate specialists providing medical support. All SACT is prescribed on the Chemocare electronic prescribing system, the same used across all of Scotland, which facilitates access to chemotherapy data and linkage to other clinical records. SACT is also delivered in St John's hospital, Fife Victoria Hospital, Borders General Hospital and Dumfries and Galloway Royal Infirmary.

There are currently 24 consultant clinical oncologists including one chair: Professor Duncan McLaren ,17 medical oncologists, 5 consultants in palliative medicine and 1 consultant psychologist. In addition, there are 5 academic medical oncologists (including two chairs: Professors David Cameron and Charlie Gourley), and one chair of palliative medicine (Professor Marie Fallon)

All Lothian oncologists are based at the Western General Hospital and work within centralised teams, but many do peripheral clinics and manage SACT prescribing and oversight at the other hospitals within SCAN.

### **Research and Development**

The ECC has an active research programme. The Scottish Cancer Research Network (SCRN) has now been active for 14 years. During that time recruitment to cancer trials has risen considerably with patients across Scotland now having the opportunity to enter a clinical



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trial in every tumour site diagnosed. The network is led and managed by Dr Stefan Symeonides and Ms Dorothy Boyle.

There has been a substantial increase in the level of translational work undertaken and as a national network we are now fully embedded with our ECMC, CRUK, Academic and Commercial partners.

The South East Scotland Cancer Research Network (SESCRN) provides infrastructure and support for clinical trials, consenting more than 1000 patients into studies each year across Edinburgh and the South East of Scotland.

Expansion of clinical trials infrastructure, protected research time for clinicians, clinical trial participation and patient recruitment are absolutely central to the ECC strategy, as all are essential to providing optimum quality of modern cancer care, patient choice and financial viability of the service as a whole.

## Main Duties and Responsibilities

Within a 40-hour contract, the clinical fellow will contribute approximately:

- 2-3 outpatient clinics per week which will include a combination of new patients and follow up clinics in both oncology and surgical clinics
- Reviewing oncology and breast surgery inpatients regularly
- MDT participation for educational purposes on alternate weeks
- Experience in radiotherapy

PPD will take the form of some or all of these components:

- Participation in clinical trial activity
- Quality Improvement skills development and activity linked to Safety and Quality improvement in Lothian.
- Clinical teaching of undergraduate and post graduate trainees with opportunities for skills development through the CEP (Clinical Educator Programme)

Within a 40-hour contract, each fellow will contribute approximately:

- 36 hours of Supervised Clinical activity within the Department
- 4 hours Personal and Professional Development (PPD)

There may be a requirement for this post to be part of the oncology out of hours rota - TBC

## 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:



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- Clinical Director 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 at The Edinburgh Cancer Centre, Western General Hospital.

**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 holder. This job description does not form part of the contract of employment and will be agreed with the Clinical Director on commencement.

**Training Approval**

The posts are **not** recognised for training but provide opportunities for career development and support application for future training posts.

**Appointment**

The appointment will be on a fulltime basis for 1 year only and subject to satisfactory on-going appraisal within role.

Indicative Job Plan – to be agreed between post holder and clinical director

DAY	TIME	ACTIVITY	Supervised Clinical Care (hours)	PPD (hours)
Monday	0900-1300 1300-1700	Ward 6 Cover Breast Surgery Theatre/Clinic	4	



Tuesday	0900-1300	<u>Week 1</u> Ward 6 Cover MO Breast Clinic (RLH)	2 2	
	1300-1700	<u>Week 2</u> Ward 6 Cover SACT/RT Planning	1 3	
	0900-1100			
	1100-1700			
Wednesday	0900-1300	Ward 6 Cover Breast Surgery	4 4	
	1300-1600	Theatre/Clinic		
Thursday	0900-1300	<u>Week 1</u> Ward 6 Cover Breast Surgery	2 2	
	1300-1700	Theatre/Clinic		
	0900-1700	<u>Week 2</u> Ward 6 Cover CO Breast NP clinic	2 2	
	1400-1700			
Friday	0900-1300	Ward 6 Cover Development Time	4	4
	1300-1700			
TOTAL			36	4



## Contact Information

### Programme / Post Queries

Prospective applicants are encouraged to contact:

Dr Moray Kyle  
Clinical Director - Oncology  
Consultant Clinical Oncologist  
Western General Hospital, Edinburgh  
[moray.kyle@nhs.scot](mailto:moray.kyle@nhs.scot)

Mr Oliver Young  
Clinical Director – Breast Surgery  
Consultant Breast Surgeon  
Western General Hospital, Edinburgh  
[oliver.young@nhs.scot](mailto:oliver.young@nhs.scot)

## Working for NHS Lothian

### Working in Edinburgh and the Lothians

#### Who are we?

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Calum Campbell is the Chief Executive, Professor John Connaghan CBE is the Chair and Tracey Gillies is the Executive Medical Director.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 26,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Over the next year across Scotland there will be significant changes in the way health and social care services are provided. In April 2015, integration came into effect in local areas led by four Health and Social Care Partnerships in East Lothian, Edinburgh, Midlothian and West Lothian. Working together will help us provide even better services for our communities and, where appropriate, people will receive high quality care closer to home. There is work underway in relation to the operational and governance capacity required, ensuring that



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planning for unscheduled and scheduled care is done in tandem between the four Integrated Joint Boards and the acute service.

Further information about Edinburgh and NHS Lothian can be found on our Intranet site:

<https://org.nhslothian.scot/>

## Location

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 Lothian, Mid Lothian and West Lothian.

Edinburgh and the Lothians are a place of exceptional beauty and contrast, from Edinburgh's historic skyline to the scenic countryside and coastline that surround it. Edinburgh is famous for its castle, military tattoo, fringe and international festival.

Edinburgh and the Lothians are home to top-ranking state and private schools and world class universities and colleges. Edinburgh offers a rich diversity of parks and gardens to spend time relaxing with friends and family. Whether you want to buy or rent Lothian also offers a diversity of accommodation ranging from city centre based flats, waterfront living, Victorian or Georgian villas to more rural farm houses or coastal homes.

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family via Edinburgh Airport which offers a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at

[TalentScotland - find a job in Scotland or attract international talent \(sdi.co.uk\)](http://www.talentscotland.co.uk).

## What we can offer you

Working with NHS Lothian offers a variety of opportunities and benefits:

- Access to the NHS pension scheme
- Assistance relocating to Edinburgh
- NHS Lothian is an equal opportunities employer and promotes work-life balance and family-friendly policies
- A beautiful setting to live and work and to take time out after a busy day or week
- Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

## Teaching and Training Opportunities



<http://careers.nhslothian.scot.nhs.uk>

NHS Lothian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Lothian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Lothian recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the South East of Scotland rotating through Edinburgh and Lothian hospitals.

Information regarding training with links to the appropriate UK websites can be found at <http://www.scotmt.scot.nhs.uk/> and <http://nes.scot.nhs.uk/>

We enjoy close links with the University of Edinburgh (<http://www.ed.ac.uk/home>) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.

### **Our vision, values and strategic aims**

We strive to provide high quality, safe, effective and person centred healthcare, continually improving clinical outcomes for patients who use our services and for our population as a whole.

To achieve this, we are committed to ever-closer integrated working with patients and our other partners in healthcare and to embedding a culture of continuous improvement to ensure that:

- Our staff can contribute fully to achieving the best possible health and healthcare, based on evidence and best practice
- Everything we do maximises efficiency and delivers value for patients and the public

We have identified six strategic aims to ensure we can deliver safe, effective and person-centred health and social care:

1. Prioritise prevention, reduce inequalities and promote longer healthier lives for all



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2. Put in place robust systems to deliver the best model of integrated care for our population – across primary, secondary and social care
3. Ensure that care is evidence-based, incorporates best practice and fosters innovation, and achieves seamless and sustainable care pathways for patients
4. Design our healthcare systems to reliably and efficiently deliver the right care at the right time in the most appropriate setting
5. Involve patients and carers as equal partners, enabling individuals to manage their own health and wellbeing and that of their families
6. Use the resources we have – skilled people, technology, buildings and equipment – efficiently and effectively.

The specific areas of focus and actions needed to achieve each of these aims are detailed in “Our Health, our Future: NHS Lothian Strategic Clinical Framework 2014 – 2024,” consultation document which you will find at:

<https://org.nhslothian.scot/Strategies/Pages/default.aspx>

### **Our Health, Our Care, Our Future**

NHS Lothian works to help people live healthier, longer lives – no matter who they are or where in the region they live. Much progress has been made, but significant challenges and opportunities lie ahead. NHS Lothian draft strategic plan - Our Health, Our Care, Our Future – sets out what we propose to do over the coming decade to address these challenges and continue to provide a high quality, sustainable healthcare system for the people of Lothian.

In developing the strategic plan we have:

- asked staff and patients what and how things need to change to deliver our aims
- brought together local plans into an integrated whole
- identified opportunities to make better use of existing resources and facilities
- prioritised areas that will make most difference to patients

The plan outlines a range of proposals, which will allow us to:

- improve the quality of care
- improve the health of the population
- provide better value and financial sustainability

Over the coming months we will discuss the need for change and the proposals set out in the plan with staff, patients, communities and other stakeholders. A summary of the plan can be found at



<http://careers.nhslothian.scot.nhs.uk>

<https://org.nhslothian.scot/Strategies/OurHealthOurCareOurFuture/Pages/default.aspx>

## **NHS Lothian's Clinical Quality Approach – Quality Driving Improvement**

This is a new way of approaching quality in NHS Lothian. With this approach to service improvement we aim to deliver 'high quality, safe and person-centered care at the most affordable cost'. This acknowledges that every £1million of waste, unnecessary or inappropriate costs in one area of our system, denies us the opportunity to invest that £1million in another area of our system.

In all highly reliable healthcare organisations, it is clear that senior leadership commitment to the importance of the work, the introduction of consistent improvement methodology, the use of good quality data and building improvement capability within the workforce, are key to the successful delivery of improvement strategies.

To allow NHS Lothian to meet the needs of our population today and in the future, we need to build on the good work that is already being done to redesign services and create a whole organisation approach to quality improvement.

## **NHS Lothian Values into Action**

NHS Lothian is determined to improve the way their staff work so we have developed a set of common values and ways of working which we need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of people using our services.

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.



<http://careers.nhslothian.scot.nhs.uk>



## 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: <https://careers.nhslothian.scot/>

## 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 - £45,504 - £60,199
<b>HOURS OF WORK</b>	40 hours – may include Out of Hours banding
<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



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	<p>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.</p>
<p><b>REHABILITATION OF OFFENDERS ACT 1974</b></p>	<p>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.</p>
<p><b>MEDICAL NEGLIGENCE</b></p>	<p>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.</p>
<p><b>NOTICE</b></p>	<p>Employment is subject to one month notice on either side, subject to appeal against dismissal.</p>
<p><b>PRINCIPAL BASE OF WORK</b></p>	<p>You may be required to work at any of NHS Lothian sites as part of your role.</p>
<p><b>SOCIAL MEDIA POLICY</b></p>	<p>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.</p>



## General Information for Candidates

### Application Process

- The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.
- It is essential to read both the job description and the 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.
- Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
- Please complete all sections of the application form. Those sections that are not relevant please indicate 'not applicable', do not leave blank.
- Please visit <https://apply.jobs.scot.nhs.uk> for further details on how to apply.

### Job Interview Guarantee Scheme

As a Disability Confident Employer we recognise the contribution that everyone can make to the organisation. As part of our ongoing commitment to eliminate discrimination and advance equality for disabled people, all applicants who are disabled (including people who are neurodivergent) and who meet the minimum criteria expressed in the job description will be guaranteed an interview. Applicants are required to complete the relevant section of the application form to access this initiative.

We will arrange for adjustments at interviews for disabled candidates. For advice on what adjustments can be made and how to ask for them please click on this link:

<https://www.scope.org.uk/advice-and-support/ask-for-adjustments-at-interview>

### References

All jobs are only offered following receipt of three 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



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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.

### **Disclosure and Rehabilitation**

The rules around criminal convictions and disclosure 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:

<https://careers.nhslothian.scot/recruitment-of-people-with-convictions/faq-disclosure-scotland-and-self-declaration-forms/>

### **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: <https://careers.nhslothian.scot/recruitment-of-people-with-convictions/>

### **Work Visa**

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

### **Overseas Registration and Qualifications**

NHS Lothian will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor of your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.



<http://careers.nhslothian.scot.nhs.uk>

## 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:

<http://intranet.lothian.scot.nhs.uk/HR/az/staffprivacynotice/Pages/default.aspx>

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 intranet (Counter-Fraud and Theft page) and further information is available on the Audit Scotland website: <https://audit.scot/>

## Workforce 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 that will enable us to make comparisons locally, regionally and nationally

## 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,



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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:  
<https://careers.nhslothian.scot/equal-opportunities/>

### **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 <https://www.nhsstaffbenefits.co.uk/>

## **Staff Support & Wellbeing**

### **Supporting the work life balance**

NHS Lothian is committed to supporting our staff achieve a good work life balance. We have several policies in place to support this ranging from flexible work location to career break, full details of all the policies can be found at <https://workforce.nhs.scot/>

### **Carers Passport**

NHS Lothian has introduced a Carers Passport which is intended to help support staff with caring responsibilities manage their work and caring responsibilities. Completion of the passport is voluntary, and it designed to be completed with reference to the NHS Scotland Workforce Policies: <https://workforce.nhs.scot/> which support work life balance e.g. Flexible Work Pattern, Flexible Work Location and Special Leave.

### **Staff Support and Wellbeing**

NHS Lothian's vision is to promote, support and encourage staff to look after their own health, wellbeing and resilience (self-care). We have a wellbeing strategy and run regular events across the year on different health and wellbeing topics.

<https://org.nhslothian.scot/strategies/work-well-staff-wellbeing-strategy/>

We have a range of support options for our staff, these include staff counselling, peer support, 'Here 4 U' our psychological support service, staff listening service and occupational health.



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## Equality and Diversity

### Statement of Intent

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. Working with our Staff Networks and Staff Side Organisations, we have agreed a Statement of Intent in relation to equality, diversity and inclusion as follows:

We continue to learn and build on our inclusive culture to make NHS Lothian a great place to work where our staff feel respected and valued. We are committed to recruiting a workforce that fully reflects and embraces the diverse make-up of our society. At NHS Lothian, we take a zero tolerance approach to discrimination and provide our staff with the leadership, tools and confidence to challenge discrimination and prejudice. We are a place where everyone can thrive and have good and respectful relationships with different groups of staff. Where everyone can develop and succeed based on their skill, knowledge and talent, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity, socio-economic background, care experience or anything else that can be used to differentiate people from one another. We offer first-class flexible working benefits, excellent employee well-being support and a great pension. We are fortunate to have a range of excellent Staff Networks and are proud to be a Disability Confident, Carer Positive and Living Wage Accredited employer with a partnership agreement with Trade Unions. We will fully support candidates with a disability, long-term condition or who are neurodivergent, and require adjustments in our recruitment process. We actively welcome applications from anyone who shares our commitment to equality and inclusion.

### Equality and Human Rights Strategy 2023 – 2028

NHS Lothian wants to improve the health of everyone in Lothian so that everyone lives a longer, healthier life, with better experiences and outcomes including people who work for and with us. Our equality and human rights strategy supports us to put equality and human rights at the centre of everything we do so that we achieve these aims and meet our legal requirements. It sets out six strategic priorities – each on helping us understand and act on the experiences and needs of people who work for us and use our services. Our priorities are:

1. Equality and human rights are a central part of our planning, decision-making, delivery and reporting.



2. We are an anti-racist organisation, and our work helps to eliminate racism and remove racialised inequalities and prejudice.
3. We anticipate and meet the needs of disabled people so they can access services, employment opportunities and have better outcomes.
4. We are gender inclusive, we do not discriminate on grounds of sex or gender identity and our work helps to tackle persistent gender inequalities.
5. We support people who use our mental health services and people with dementia to know about and claim their rights, and to make decisions about their care and treatment.
6. We reap the benefits of equality and human rights education and training.

### **Anti-racism**

As a healthcare provider and employer NHS Lothian has a duty to stop racism, inequality, and discrimination. We have acknowledged and apologised for NHS Lothian's historical connections with transatlantic slavery and the impact on all the people who suffered. We are implementing recommendations made by an Independent Advisory Group to ensure we learn from our past and build a better future for everyone. More information, including a short video, is available on the NHS Lothian website:

<https://org.nhslothian.scot/aboutus/atlantic-slavery-and-the-royal-infirmary-of-edinburgh/>

We have launched our anti-racism campaign, 'We are NHS Lothian':

<https://www.facebook.com/lothian.nhs/videos/927242979125104/> to encourage everyone to understand and acknowledge racism and take action to eliminate it. The campaign aims to drive forward the work NHS Lothian has started to achieve meaningful change in the diversity of its workforce and to embed a respectful, tolerant and inclusive culture for everyone.

### **Reasonable Adjustments**

NHS Lothian strives to be an exemplary employer and an "employer of choice" by doing the following to support disabled staff:

- Creating a positive organisational culture where every individual employee is valued for the specific skills that they bring with them into the workplace;
- Enabling staff to feel empowered and to speak up when they require support;
- Helping staff to feel safe in sharing their personal information regarding their disability in order that the organisation can continue to improve support and awareness for the benefit of everyone;



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- Creating a management culture where supporting disabled staff is delivered in a positive manner and based upon the desire to retain valuable skills within the organisation and not solely on any legal requirement to do so.

NHS Lothian recognises it has a duty to make reasonable adjustments for disabled applicants and employees. NHS Lothian aims to ensure that it takes all reasonable steps to remove or adapt any provision, criterion or practice, or physical feature of premises that may put a disabled person at a disadvantage at any stage of employment. Wherever possible, we are committed to providing auxiliary aids and making sure information is provided in an accessible format to make sure disabled people are not put at a disadvantage. Further information on the adjustments that may be made are outlined in our <https://careers.nhslothian.scot/wp-content/uploads/2024/03/Reasonable-Adjustments-Guidance.pdf>

### Disability Passport

NHS Lothian has introduced a Disability Passport:

<https://careers.nhslothian.scot/wp-content/uploads/2024/03/Reasonable-Adjustments-Guidance.pdf> which is intended to guide a conversation between the staff member and their line manager to find the best ways to reduce barriers and enable staff to thrive in their roles. It provides a framework within which to discuss the staff member's disability and what changes/adjustments can be made at work to assist them. Completion of the passport is voluntary, and it designed to be completed with reference to NHS Lothian's Reasonable Adjustment Guidance.

### NHS Lothian Staff Networks

There are currently seven NHS Lothian staff networks:

- **BME Network** - primarily aimed at NHS Lothian employees from Black or Minority Ethnic backgrounds but open to any staff interested in helping to improve inclusion in NHS Lothian.
- **Carers Network** – open to any member of staff who has an unpaid caring role
- **Care Experienced Network** – open to any member of NHS Lothian staff, with a focus on supporting Care Experienced staff.
- **Disabled Employee Network (DEN)** – open to any member of NHS Lothian staff who identifies as disabled, neurodivergent, or with a long-term health condition. You don't need a formal diagnosis, and you don't need to disclose your condition to your line manager or to other DEN members.



- **LGBT+ Staff & Allies Network** - primarily aimed at NHS Lothian employees who identify as LGBT+ but open those who identify as allies or have a positive interest in LGBT+ matters
- **Women's Network** - a network for all to join, encouraging inclusion and diversity, regardless of gender identity
- **Young Employee Network** - primarily aimed at young NHS Lothian staff but no fixed age limit and open to anyone with a positive interest in the network's ambitions

The networks have been established to advance equality for groups of staff we know are more likely to experience disadvantage, be under-represented or have different needs. They aim to provide peer support, social events, networking and a point of contact on equality and diversity issues. The networks are involved in creating the annual Advancing Equalities Action Plan and moving actions forward, thus helping to improve the working lives of all NHS Lothian staff.

Information about all staff networks can be found on the NHS Lothian website:

<https://staff.nhsllothian.scot/staffnetworks/>

### Workplace Equality Monitoring

In order to monitor the organisation's performance as an equal opportunity employer, NHS Lothian will request and retain data on the protected characteristics of its workforce. This data is processed and retained in line with the Data Protection Act 1998. The disclosure by applicants and staff of their protected characteristics is voluntary but this data is invaluable to NHS Lothian as it enables accurate review of progress and highlights any areas where NHS Lothian is failing to advance equality. The data is anonymised prior to analysis, review and reporting. It plays no part in making decisions about individual employees. Its function is to help make evidence based decisions about the organisation's equality performance in relation to employment.

### Equality, Diversity and Human Rights Strategy

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian. As outlined in our Statement of Intent, 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. Our Equality, Diversity and Human Rights Strategy: <https://org.nhsllothian.scot/equality-human-rights/> sets out our commitment to these principles and sets out the approach to be followed to ensure that these principles are consistently met.



<http://careers.nhsllothian.scot.nhs.uk>

## Equality and Human Rights Team

NHS Lothian has an Equality and Human Rights Team who can provide advice and guidance on equality and human rights compliance and best practice in NHS Lothian. They can be contacted by emailing [loth.equalityandhumanrights@nhslothian.scot.nhs.uk](mailto:loth.equalityandhumanrights@nhslothian.scot.nhs.uk)



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