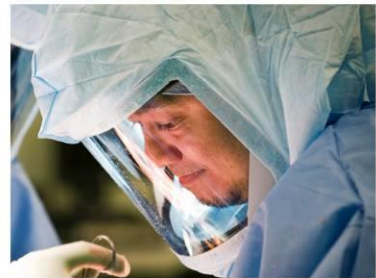


# Working for NHS Lothian

**Advanced Clinical Fellow  
Gastroenterology  
Ref:  
Closing date:**



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



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Please return completed applications in Word Format by midnight on the close date to [medical.personnel@nhslothian.scot.nhs.uk](mailto:medical.personnel@nhslothian.scot.nhs.uk)

You will receive a response acknowledging receipt of your application.

**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.**

## Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	MChB or equivalent MRCP UK or equivalent	Additional post-graduate qualifications, e.g. MD/ PhD/MSc
<b>Post Specific Experience</b>	Completed basic gastroenterology training and independently competent in upper and lower gastrointestinal endoscopy including up to level 2 polypectomy and endotherapy for acute upper GI bleeding	Experienced and competent in therapeutic endoscopy Completion of endoscopy training course(s) ERCP and/or EUS experience
<b>Ability</b>	Above average career trajectory; on course for teaching hospital clinical or academic position	Proven aptitude in advanced endoscopy techniques
<b>Academic Achievements</b>	Understanding and appreciation of principles and values of research	Research publications
<b>Teaching and Audit</b>	Understanding and appreciation of principles and values of audit	Completed audit project(s)  Commitment to undergraduate and postgraduate teaching
<b>Motivation</b>	Evidence of commitment to: patient-focused care, effective and efficient use of resources, continuous professional development and life-long learning	Self-motivation to pursue independent professional excellence
<b>Team Working</b>	Ability to work in a team with colleagues in own and other disciplines  Ability to organise time efficiently and effectively  Reliability  Excellent communication skills	
<b>Circumstances of Job</b>	Required to work at any of NHS Lothian's sites	

## Section 2: Introduction to Appointment

**Job Title:** Advanced Clinical Fellow in Gastroenterology

**Department:** Gastroenterology Department

**Base:** Royal Infirmary of Edinburgh

### Post Summary:

This is a one year advanced clinical fellowship post for an advanced gastroenterology trainees who have completed their basic gastroenterology training and are independently competent in routine upper and lower gastrointestinal endoscopy (including endotherapy for acute upper GI bleeding and level 2 polypectomy) as well as clinical work, and who wish to obtain advanced training in specialised clinical and/or endoscopic areas such as advanced endoscopic techniques.

Advanced specialist training and experience in Gastroenterology will be provided, alongside clinical service sessions of colonoscopy, upper GI endoscopy and outpatient consultation.

The content of the advanced training component of the post will be focussed on hepatobiliary endoscopy.

The post based at the Royal Infirmary of Edinburgh will involve the following areas of advanced gastroenterology practice, as follows:

1. ERCP including Spyglass™ cholangioscopy once more basic competencies achieved
2. EUS including EUS -therapy once more basic competencies achieved

## Section 3: Departmental and Directorate Information

The Gastroenterology medical staff at the RIE are Dr N Church, Dr G Masterton, Dr N McAvoy, Dr I D Penman (Clinical Director), Professor J Plevris\*, Dr R Kalla, Dr A McGowan, Dr Ben Shandro, Dr A Williams(locum), and Dr L Meekison\*\*. The Hepatology medical staff are Dr A Bathgate, Dr C Blair, Prof J Fallowfield\*, Prof S Forbes\*, Prof P C Hayes\*, Dr T Bird\*, Dr P Ramachandran\*, Dr K Simpson\*, Dr T Gordon-Walker, Dr M Williams, Dr A Thompson and Dr M Donnelly, Dr F Rhodes (locum).

The Gastroenterology medical staff at the WGH are Dr C Noble, Dr I Arnott, Dr S Din, Dr G Ho\*, Professor C Lees\*, Dr GR Jones, Dr A Shand, Dr E Watson, Dr A Dethier, Dr J Blackwell and Dr M Eugenicos\*\*.

(\* = University of Edinburgh, \*\* = associate specialist or specialty doctor)

In addition there are currently 6 gastroenterology trainees and 5 liver research fellows in the RIE and 3 gastroenterology trainees and 1 IBD research fellow at WGH.

Gastroenterology at the Royal Infirmary of Edinburgh is based in Ward 205. This is a busy 30 bedded mixed-sex unit with 4-bedded bays and single rooms. There is a mix of patients with gastrointestinal and liver disease. It provides a full range of luminal Gastroenterology Services in Lothian as well as being the centre for Hepatology incorporating the Scottish Liver Transplant Unit.

There is a purpose-built endoscopy suite on the ground floor which has 4 well-equipped rooms and 1 X-ray room for endoscopic procedures. Diagnostic and therapeutic endoscopic procedures of the upper and lower gastrointestinal tract are performed (approx 6000 gastroscopies, 2500 colonoscopies, and 800 ERCP's per annum, as well as 700 EUS and enteroscopy).

The unit also has facilities for capsule enteroscopy (250 per annum), and is the regional referral unit for oesophageal physiology studies (400 per annum).

Endoscopy sessions by the Gastroenterology service are also delivered at East Lothian Community Hospital in Haddington, Leith Community Treatment Centre and at the Regional Endoscopy Unit in Dunfermline, Fife.

Clinical and research interests focus on liver disease, therapeutic upper GI endoscopy, EUS and ERCP and enteroscopy.

The unit benefits greatly from close interaction with the University of Edinburgh and with other clinical specialties. Particularly strong links exist to upper GI and hepatobiliary surgery, GI Pathology and Radiology. These links foster an environment of cooperation and multidisciplinary working with weekly multidisciplinary team meetings.

Gastroenterology at the Western General Hospital is based in wards 52 & 53 comprising 22 beds with mainly single accommodation. There is a mix of gastrointestinal and liver patients but gastrointestinal diseases predominate.

A purpose-built busy 3 room Endoscopy facility performs over 7000 colonoscopies per annum including endorectal ultrasound and EMR procedures.

The unit benefits greatly from close interaction with the University of Edinburgh and with other clinical specialties. The Western General is the regional referral unit for colorectal diseases and very close links exist between the GI and Colorectal departments as well as with dedicated GI Radiology and pathology services. There are weekly multidisciplinary IBD and complex polyp meetings.

## **Section 4: Main Duties and Responsibilities**

### **Clinical:**

The duties of the post holder will include:

- Approximately 50% of time in specialised training (5 sessions of EUS/ERCP and related admin/audit/research) and 50% (5 sessions) providing sessions of out-patient consultation and upper and lower gastrointestinal endoscopy.

**Out of Hours Commitments:**

- There will be no fixed ward duties, although the successful applicant will contribute the out of hours Specialty Trainee on-call rota (approximately 1 in 10). This will be remunerated via payment of additional hours.

**Location:**

- Royal Infirmary of Edinburgh
- As part of your role, you may have regular commitments on other sites as outlined above. You may be required to work at any of NHS Lothian's sites

**Provide high quality care to patients:**

- Maintain GMC specialist registration and hold a licence to practice
- Develop and maintain the competencies required to carry out the duties of the post
- Ensure patients are involved in decisions about their care and respond to their views

**Research, Teaching and Training:**

- Where possible to collaborate with academic and clinical colleagues to enhance NHS Lothian's research portfolio, at all times meeting the full requirements of Research Governance. Existing research interests will be supported in general within the department, but the post does not hold any specific research time allocation or resources.
- To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Clinical Director
- To act as educational supervisor and appraiser as delegated by the clinical Director to ensure external accreditation of training posts with an appropriate allocation of SPA time for these roles

**Medical Staff Management:**

- To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal
- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
- To participate in the recruitment of junior medical staff as and when required
- To participate in team objective setting as part of the annual job planning process

**Governance:**

- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
- Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis
- Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director
- Role model good practice for infection control to all members of the multidisciplinary team

**Strategy and Business Planning:**

- To participate in the clinical and non-clinical objective setting process for the directorate

**Leadership and Team Working:**

- To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Lothian and when participating in national or local initiatives
- To work collaboratively with all members of the team
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
- Adhere to NHS Lothian and departmental guidelines on leave including reporting absence
- Adhere to NHS Lothian values

## Section 5: NHS Lothian – Indicative Job Plan

<b>Post:</b>	Advanced Clinical Fellow <b>(Speciality Doctor Salary Scale)</b>		
<b>Specialty:</b>	Gastroenterology		
<b>Principal Place of Work:</b>	Royal Infirmary of Edinburgh		
<b>Contract:</b>	Full Time (12 month contract)		
<b>Programmed Activities:</b>	10	<b>EPAs:</b>	0
<b>Availability Supplement:</b>	0%		
<b>Out-of-hours:</b>	Approximately 1 in 10 ST rota for OOH emergencies		
<b>Managerially responsible to:</b>	Dr Ian Penman, Clinical Director		

The Job Plan is negotiable and will be agreed between the successful applicant, and the Clinical Director. NHS Lothian initially allocates job plans of 10 PA's made up of 9 PA's in Direct Clinical Care (DCC) and one core SPA for CPD, audit, clinical governance, appraisal, and revalidation job planning, internal routine communication and management meetings. These are all areas where NHS Lothian has a strong commitment and we recognise the contribution that medical staff are both willing and eager to make. Precise allocation of SPA time and associated objectives will be agreed with the successful applicant.



**Timetables of activities that have a specific location and time:**

**EXAMPLE  
INDICATIVE JOB PLAN**

<b>DAY</b>	<b>TIME</b>	<b>TYPE OF WORK</b>	<b>DCC</b>	<b>PA</b>	<b>SPA</b>	<b>Total</b>
<b>Monday From / To</b>	RIE 0900 - 1700	0900-1230 Outpatient Clinic  1300-1700 Specialty Training	4	1	1	2
<b>Tuesday From / To</b>	RIE 0900 - 1700	0900-1230 Specialty Training  1300-1700 Colonoscopy	4	1	1	2
<b>Wednesday From / To</b>	RIE 0900 - 1700	0900-1230 Specialty Training  1300-1700 Upper GI Endoscopy	4	1	1	2
<b>Thursday From / To</b>	RIE 0900 - 1700	0900-1230 Specialty Training  1300-1700 Clinical Admin	4	1	1	2
<b>Friday From / To</b>	RIE 0900 - 1700	0900-1230 Specialty Training (Admin)  1300-1700 Outpatient Clinic/Colonoscopy	4	1	1	2
<b>Saturday From / To</b>						
<b>Sunday From / To</b>						
<b>ON CALL</b>	Ad Hoc			5	5	10
<b>Travel</b>						
		<b>Total Hours</b>				40

This job plan is an indicative job plan of likely sessions and working pattern. NHS Lothian is looking towards flexible working patterns to enable maximum use of existing facilities. We are looking towards 3 endoscopy session days with variable allocation of 1-3 sessions / day between 8.00-20.00hrs on a regular basis and additional flexible working arrangements with sessions allocated to clinics/diagnostics/operating on a preplanned variable rotational basis.

There will be supportive time for administration, M&M, MDT, appraisal and revalidation. The Royal Infirmary of Edinburgh will be the base for activity.

## Section 6: Contact Information

Informal enquiries and visits are welcome and should initially be made to:

Dr Ian Penman, Clinical Director Gastroenterology

E-mail: [ian.penman@nhslothian.scot.nhs.uk](mailto:ian.penman@nhslothian.scot.nhs.uk)

Telephone: 0131-242-2056

## Section 7: Working for NHS Lothian

### Working in Edinburgh and the Lothians

#### Who are we?

NHS Lothian is an integrated NHS Board in Scotland providing primary, community, mental health and hospital services. Mr Tim Davison is the Chief Executive and Miss Tracey Gillies is the Medical Director.

The NHS Board determines strategy, allocates resources and provides governance across the health system. Services are delivered by Lothian University Hospitals Services (LUHS), the Royal Edinburgh Hospital and associated mental health services, 4-community health (and social care) partnerships (CH(C)Ps) in Edinburgh, West Lothian, East Lothian and Midlothian, and a Public Health directorate.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 24,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Further information about NHS Edinburgh and the Lothians can be found at <http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/default.aspx>.

#### 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, Mid 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. London is a short, one hour, flight away and flight connections with London, Amsterdam and Paris offer a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at [www.talentscotland.com](http://www.talentscotland.com). For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: [www.edinburgh.gov.uk](http://www.edinburgh.gov.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**

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.

In conjunction with England, Wales, Northern Ireland and NHS Education for Scotland (NES) 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 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
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 2013 – 2020,” consultation document which you will find at [www.nhsllothian.scot.nhs.uk/OurOrganisation/KeyDocuments](http://www.nhsllothian.scot.nhs.uk/OurOrganisation/KeyDocuments).

### **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://www.nhsllothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf>

### **Our values and ways of working**

NHS Lothian is determined to improve the way their staff work 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.

## **NHS Lothian – Our Values into Action:**

### **Care and Compassion**

- We will demonstrate our compassion and caring through our actions and words
- We will take time to ensure each person feels listened to, secure, understood and is treated compassionately
- We will be visible, approachable and contribute to creating a calm and friendly atmosphere
- We will provide a safe and caring setting for patients and staff, and an efficient, effective and seamless care experience
- We will meet people's needs for information and involvement in all care, treatment and support decisions.

### **Dignity and Respect**

- We will be polite and courteous in our communications and actions
- We will demonstrate respect for dignity, choice, privacy and confidentiality
- We will recognise and value uniqueness and diversity
- We will be sincere, honest and constructive in giving, and open to receiving, feedback
- We will maintain a professional attitude and appearance.

### **Quality**

- We will demonstrate a commitment to doing our best
- We will encourage and explore ideas for improvement and innovation
- We will seek out opportunities to enhance our skills and expertise
- We will work together to achieve high quality services
- We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

### **Teamwork**

- We will understand and value each other's role and contribution
- We will be fair, thoughtful, welcoming and kind to colleagues
- We will offer support, advice and encouragement to others
- We will maximise each other's potential and contribution through shared learning and development
- We will recognise, share and celebrate our successes, big and small.

### **Openness, Honesty and Responsibility**

- We will build trust by displaying transparency and doing what we say we will do
- We will commit to doing what is right – even when challenged
- We will welcome feedback as a means of informing improvements
- We will use our resources and each other's time efficiently and wisely
- We will maintain and enhance public confidence in our service
- We will be a positive role model.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

Further information on our values into action can be found at <http://www.nhslotian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx>

## Section 8: 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>	Full time Locum Contract ( 12 months)
<b>GRADE AND SALARY</b>	Speciality Doctor Pay Scale
<b>HOURS OF WORK</b>	40
<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>GENERAL PROVISIONS</b>	You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation's agreed policies and procedures and to follow the standing orders and financial instruction of NHS Lothian, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary.
<b>REMOVAL EXPENSES</b>	Assistance with removal and associated expenses may be awarded (up to 10% of salary)
<b>EXPENSES OF CANDIDATES FOR APPOINTMENT</b>	Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imburement 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 does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity will cover only Health Board responsibilities. It may, however, be in your interest to subscribe to a defence organisation in order to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme.
<b>NOTICE</b>	Employment is subject to three months’ 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’s 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.



## **Section 9: General Information for Candidates**

### **Data Protection Act 1988**

Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to Human Resources staff.

### **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 at <http://www.audit-scotland.gov.uk/work/nfi.php>.

### **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 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 Scotland**

Where a 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 from the recruitment centre.

### **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 [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

### **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.

### **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.

## **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 fulfill 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 Edinburgh and the Lothians and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, 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 at:

[www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx](http://www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx)

## **NHS Scotland 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.
- Once in receipt of the application pack 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 feel free to use additional paper if required. Please do not add your name to any additional information provided; secure it to the relevant section and the Recruitment Administrator will add a candidate number.

**Please return completed applications in Word Format by midnight on the close date to [medical.personnel@nhslothian.scot.nhs.uk](mailto:medical.personnel@nhslothian.scot.nhs.uk)**

**You will receive an automated response acknowledging receipt of your application.**