Working for NHS Dumfries and Galloway

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Photograph courtesy of Paul McMullin
VACANCY REF No: 19.796

VACANCY (Post Title): Senior Biomedical Scientist (Haematology/Blood Transfusion)

Dumfries & Galloway Royal Infirmary

GRADE: Band 7

SALARY: £37,570 to £44,688

HOURS: 37.5h pw

Permanent

This is an exciting opportunity for an individual to work as one of the Senior Biomedical Scientists within the Blood Science department at the new, state-of-the-art Dumfries and Galloway Royal Infirmary (opened in December 2017). This post will be based within the Haematology and Blood Transfusion department at Dumfries and Galloway Royal Infirmary. The department is currently MHRA compliant, accredited to ISO 15189 and an IBMS approved training laboratory until 2021.

You must be currently registered with the Health and Care Professions Council (HCPC) as a Biomedical Scientist. With previous experience working as a Band 6 Specialist BMS, hold an MSc or equivalent qualification i.e. FIBMS, with evidence of involvement in training and development.

The NHS Dumfries and Galloway Blood Science department is based on two sites at Dumfries and Galloway Royal Infirmary (Dumfries) and Galloway Community Hospital (Stranraer). The department is continually developing and changing to meet service user requirements. We are looking for a member of staff that is motivated, encouraging and enthusiastic to further develop the training section to ensure continued compliance with ISO Standards, MHRA/BSQR regulations and IBMS approval.

As a department, we are keen to develop your skills within a supportive environment. You should be a good communicator with proven skills to deliver training and support to a wide range of laboratory staff including Biomedical Support Workers and Trainee Biomedical Scientists. You will also be expected to support the professional scientific staff and the Blood Science Service Manager in delivering the analytical services and to carry out general laboratory duties.

This post will require the successful applicant to obtain Standard Disclosure Clearance.
Informal enquires to:  Martyn McAdam, Blood Science Service Manager on 01387 241012 or email martyn.mcadam@nhs.net

Closing Date: Thursday 12th September 2019 (midnight)
1. JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Biomedical Scientist</th>
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<tbody>
<tr>
<td>Department(s):</td>
<td>HAEMATOLOGY AND BLOOD TRANSFUSION</td>
</tr>
<tr>
<td>Job Holder Reference:</td>
<td>PTB002dHAEM</td>
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<tr>
<td>No of Job Holders:</td>
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2. JOB PURPOSE

To act as Senior BMS and assist the Laboratory Manager and Section Managers in providing and maintaining an efficient service within agreed policies and resources.

3. ORGANISATIONAL POSITION

Accountable to:

Laboratory Manager

Speciality Team Leader/Directorate General Manager

↓

Specialist BMS/Trainee BMS

↓

Biomedical Support Worker

4. SCOPE AND RANGE

Staff grades reporting to the position:

Biomedical Scientist (band 6)
Trainee Biomedical Scientist
Biomedical Support worker / MLA

Current annual workload for the section includes:

Approx: 12500 routine blood group requests
6000 cross-match requests
400 special investigations (approx)
180000 full blood counts
40000 coagulation investigations

5. MAIN DUTIES/RESPONSIBILITIES

1. **Technical**
   
   1.1 To be responsible for the day to day technical supervision of the Haematology and Blood Transfusion Department.
   
   1.2 To be responsible for the technical quality control procedures of the department. To monitor the external and internal quality control for Haematology and Blood Transfusion, reporting any problems in the first instance to the Laboratory Manager.
   
   1.3 To carry out all diagnostic procedures in the laboratory following the Department’s standard operational procedures.
   
   1.4 To ensure that all requests are dealt with as effectively and efficiently as possible.
   
   1.5 To ensure that all abnormal results are acted upon as soon as possible, if necessary reporting to the Laboratory Manager or Consultant Haematologist.
   
   1.6 To perform the more complex work of the department requiring particular initiative.
   
   1.7 To supervise junior staff and trainees and to assist in their induction and training.
   
   1.8 To assist in the development and introduction of new techniques within Haematology and Blood Transfusion.
   
   1.9 To apply Departmental safety and security procedures.
   
   1.10 Where necessary, to offer technical advice in relation to Haematology and Blood Transfusion problems.
   
   1.11 Authorising Haematology and Blood Transfusion results to a clinical level, which will be acted upon directly by Medical staff.

2. **Managerial**

   2.1 To participate in organising the training and education of staff within the department.
   
   2.2 To ensure that the standard operational procedures pertaining to the section are reviewed on a regular basis, and updated as necessary. Reporting any changes to the Laboratory Manager.
   
   2.3 To ensure adequate stocks of reagents and consumables are maintained.
   
   2.4 To act as departmental head in the absence of the Laboratory Manager.
   
   2.5 To provide statistical returns as required.
2.6 To be involved in the education of Medical / Nursing / Midwifery staff

2.7 To manage the antenatal prophylactic anti-D programme for the Health Board.

3. General

3.1 The post holder must respect patient confidentiality and the confidentiality of electronically stored personal data in line with requirements of the Data Protection Act.

3.2 The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report any untoward incident/accident or potentially hazardous environment.

3.3 To meet the needs of the organisation, the post holder may be required to undertake duties at any location within the Health Board.

3.4 To participate in annual joint review.

3.5 To undertake such other duties as may be required from time to time as are consistent with the responsibility of the grade and the needs of the service.

4. Health and Safety

4.1 To take reasonable care for the Health and Safety of the post holder and others affected by their actions.

4.2 To work in accordance with Hospital’s safe operating procedures and codes of practice.

4.3 To wear the appropriate, designated personal protective equipment.

4.4 To report all accidents, incidents or omissions to your manager.

4.5 To attend training as identified as being appropriate by the Hospital.

4.6 To supervise the adherence to safe working practices of subordinate staff and to report non-compliance to the Laboratory Manager.

This job description is intended as a guide and is not an exhaustive list of duties.

6. SYSTEMS AND EQUIPMENT

The job involves the following:

Information Management:

i) DXC iLab APEX laboratory information system. Involves the input of patient data,
checking data and reporting results from the system that is directly acted on by Clinicians in the hospital and General Practice.

Data Manager/Middleware software. General running of the software.

i)  SCI store system. Used for verifying patient details before entering into the laboratory information system.

ii) General office software – Word, Excel etc.

iii) Manual record keeping of reagents used, temperature logging etc.

iv) Temperature logging system

v) Blood Track system including training and management

vi) Traceability of all blood products

Equipment: -

i)  FBC analyser. General running of the instrument, including routine maintenance and basic trouble-shooting.

ii) Coagulation instruments. General running and maintenance of the instruments.

iii) Personal computers. General use of software. Also limited trouble-shooting.

iv) Centrifuges. General use, maintenance and trouble-shooting.

v) Blood film staining instrument. General use, maintenance and trouble-shooting.

vi) ESR instrument. Basic use and trouble-shooting.

vii) Blood Transfusion automated serology instrument. Including all training of Biomedical Staff, maintenance, and advanced trouble-shooting.

viii) Blood Transfusion semi-automated equipment. Including all training of Biomedical Staff, maintenance, and trouble-shooting.

ix)  Temperature logging hardware / software including training and trouble-shooting.

x) Blood Track kiosks / software including training and trouble-shooting

7. DECISIONS AND JUDGEMENTS

As a Senior BMS the post-holder will be expected to work within the Haematology and Blood Bank departmental policies and procedures. The post involves a reasonable degree of decision taking, as the post-holder will be expected to manage the section on a day to day basis. This includes:

i)  Supervising junior staff members assigned to the department/section. The post-holder will be responsible for junior members of staff working in their section. This involves all training and maintaining training logs.

ii) Although strict standard operational procedures are in place, the processes involved in Haematology and Blood Transfusion require a high degree of subjectivity and decision taking. The consequences of these actions will directly affect the patient.

iii) As requested provide suitable and compatible blood products, which will be transfused into a patient. This work is unsupervised and therefore has high decision element.

iv) Control the workflow within the section.

v) Ensuring all specimens are tested within a timely manner without compromising patient safety.
vi) Stock control of laboratory materials used within the section. It is expected that the post-holder will be involved in maintaining sufficient stocks both within the section they are working in and in the department as a whole. Decisions as to when stocks are at a level for re-ordering must be made.

vii) Maintenance/troubleshooting of the equipment used. This includes advanced trouble-shooting. If necessary liaising with the service department of the relevant supplier.

viii) Quality control monitoring for the section working. This includes both internal and external quality assurance, reporting any problems to the Laboratory Manager.

ix) Decisions will be made without direct supervision. This involves producing results in Haematology and judging whether further investigations should be undertaken (such as a blood film review) and working in Blood Transfusion providing suitable blood / blood products for patients. This includes using their discretion with regards to borderline compatibility results.

x) Ensuring the department is compliant with all ISO15189 and BSQR requirements

In the absence of the Laboratory Manager, the post-holder will be expected to use their discretion where difficult decisions are to be made.

8. COMMUNICATIONS AND RELATIONSHIPS

The post-holder will be expected to communicate with:

i) Medical staff (both Hospital and General Practice). This includes issuing abnormal/urgent results and if appropriate explaining their significance. It may also be necessary to discuss any further tests that maybe required. Advice can also be given as to which tests may be most appropriate in patient investigations. Training of junior doctors is also a requirement of the post.

ii) Nursing and Midwifery staff. This includes issuing abnormal/urgent results and if appropriate explaining their significance. The post-holder may also be involved in the training/education of nursing/midwifery staff.

iii) Administration staff throughout the departments and hospital. Communication between staff in other laboratory departments and throughout the hospital in general is essential for the day to day functions within Haematology and Blood Transfusion. For example, this may involve discussing problems of stock deliveries with the Stores department.

iv) Company representatives (in the absence of the Laboratory Manager).

v) Communication with company representatives is essential for maintaining a high quality service. For example, without regular communication the department would not be able to maintain adequate stocks or the service department on occasions where analysers require attention.

vi) Colleagues in other laboratory departments. Good communication is required with
colleagues in the other laboratory departments as incidents / changes in Trust often effect all laboratory departments.

vii) In the absence of the laboratory manager the post-holder may have to liaise with the MHRA regarding BSQR related issues.

### 9. PHYSICAL DEMANDS OF THE JOB

Patient data entry / updating in various software packages requires moderate speed and 100% accuracy at all times. VDU operation accounts for approximately 60% of the working day.

Manual fluid pipetting requires a high degree of accuracy and accounts for approximately 5% of the working day.

When rotated into the Blood Transfusion department manual pipetting will increase to approximately 40% of the working day and VDU operation reduced to approximately 50%.

There is also an element of lifting medium weight boxes. This can be daily depending upon delivery schedules.

### 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To maintain a high quality of service with an ever increasing workload

### 11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The post-holder should be or should have attained the following:

i) General

- Registration with the Health Care Professions Council (HCPC).
- MSc in Biomedical Sciences or equivalent or be a Fellow of the Institute of Biomedical Sciences (FIBMS). Consideration will also be given to candidates who have can demonstrate significant experience in the field of Haematology and/or Blood Transfusion (this would normally being over 10 years relevant experience).
- Should be able to demonstrate continuing professional development.
- An accurate and methodical approach to work is required at all times.

ii) Haematology Department

- Is required to have a broad understanding of Haematology theory.
- Is required to be able to perform all practical procedures within the department following departmental standard operational procedures.
- When working in the automation section the post-holder will be expected to identify normal and abnormal Haematology results. The post-holder must decide whether further investigations
are required, and if so which investigations will be required.
- Using knowledge and skills attained the post-holder will authorise Haematology results to a clinical level. This process is unsupervised.
- There is a requirement for the individual to be able to determine if abnormal results are due to physiological changes within the patient or due to artefact (e.g. problems processing the specimen or problems with the actual specimen itself).
- When producing blood films the post-holder must ensure that the smear is both of the correct length and have the correct thickness of blood. This is of great importance when reviewing the stained film.
- When reviewing blood film morphology the post-holder identifies abnormalities present. Comments are entered into the patient’s record and the report is then authorised to a clinical level. The post-holder may refer extremely abnormal blood films to a Consultant Haematologist. This process is generally unsupervised once the individual has attained sufficient experience in morphology review.
- The post-holder will identify and diagnose Malaria and other blood borne parasites as part of blood film morphology. This will also include monitoring follow-up blood films during treatment. The importance of correctly identifying and subsequent reviewing films cannot be over-emphasised as this has a direct influence on the patient’s treatment. It should be noted that diagnosis is made by the Biomedical Scientist.
- The post-holder is trained in setting up microscopes and in their maintenance.
- The post-holder must have a broad knowledge in the area of coagulation and anticoagulation. This includes identifying abnormal results and recommending further tests as required. This often involves initiating the tests before discussion with Medical staff.
- There is a requirement to identify falsely abnormal coagulation results and to initiate trouble-shooting. This may involve identifying and remedying faults with analysers.

iii) Blood Transfusion Department

- Is required to have a broad knowledge of Blood Transfusion theory.
- Is required to perform all practical procedures within the department. This will involve more complex procedures.
- The post-holder will use their extensive skills and knowledge to train junior staff in all aspects of the work performed in the department.
- Interpretation of reaction patterns in the identification of blood groups requires both practical and theoretical knowledge to achieve the correct result. The post-holder must understand the factors affecting reactions and must be able to identify situations where false positive and negative results may be seen.
- Interpretation of antibody screens and the identification of specific antibodies that may be
present in patients sera incorporates complex and specialised procedures. All Biomedical staff working in Blood Transfusion are responsible for identifying unknown antibodies, however, as Senior BMS the post-holder will use their skills and expertise when dealing with difficult results, such as the presence of multiple antibodies etc.

- Biomedical staff working in Blood Transfusion are responsible for producing all Clinically authorised reports.

- Compatibility studies are performed in order to provide suitable cross-matched blood for the patient. Staff working in Blood Transfusion are responsible for all compatibility testing which involves complex testing of patient’s plasma against antibody panels and blood units. The testing requires strict adherence to standard operational procedures. However, the staff member must use their skill and knowledge when reading the reactions.

- The post-holder requires knowledge of different blood products and their use.

- The post-holder will be responsible for research and development into new techniques and procedures for the department. The post-holder will work closely with the Laboratory Manager when introducing new technology / procedures.

### 12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

**Job Holder’s Signature:**

**Head of Department Signature:**
**PERSON SPECIFICATION**

Post: Senior Biomedical Scientist (Haematology/Blood Transfusion)

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<th>Essential</th>
<th>Desirable</th>
<th>Means of assessment</th>
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<tr>
<td>State Registration with HCPC FIBMS / MSc in Biomedical Sciences</td>
<td>Management qualification</td>
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<thead>
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<th>Skills / Abilities</th>
<th>Essential</th>
<th>Desirable</th>
<th>Means of assessment</th>
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<tbody>
<tr>
<td>Good laboratory skills</td>
<td>Knowledge of APEX computer system.</td>
<td>AF I</td>
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<td>Good communication skills</td>
<td>Working knowledge of laboratory Health and Safety regulations including risk assessments, COSHH assessments etc.</td>
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<tr>
<td>Good keyboard skills</td>
<td>Laboratory audit</td>
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<tr>
<td>Ability to communicate courteously. Ability to communicate clearly both verbally and in writing. Basic understanding of Microsoft Windows. Ability to work individually or as part of a team. Ability to interpret clinical details and results and be able to convey complex and sensitive information to relevant personnel in a clear and concise way. Ability to work without supervision and organise work appropriately. Ability to work to departmental policies and procedures. Working experience of electronic issue of blood Working knowledge of ISO 15189 standards. Working knowledge of MHRA Blood Regulations</td>
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<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
<th>Means of assessment</th>
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<tr>
<td>Qualified Biomedical Scientist in Blood Transfusion. HCPC registered. Experience in a range of automated and manual laboratory equipment and techniques.</td>
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<thead>
<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
<th>Means of assessment</th>
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<tbody>
<tr>
<td>Knowledge/understanding of confidentiality issues Good general knowledge of Haematology. Wide experience and understanding of Haematology and Blood Transfusion. Commitment to CPD. Data protection.</td>
<td>Some knowledge of other laboratory disciplines (e.g. Biochemistry)</td>
<td>AF I</td>
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<tr>
<td>Awareness of health and safety, correct handling of high risk specimens and spillage procedures. Knowledge of current laboratory practices, equipment and techniques.</td>
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<tr>
<td><strong>Disposition</strong></td>
<td>Pleasant disposition and able to work as part of a team. Ability to work under pressure and to tight deadlines. Ability to work on own initiative. Good interpersonal skills.</td>
<td>Flexible and adaptable</td>
<td>AF I</td>
</tr>
<tr>
<td><strong>Other requirements</strong></td>
<td>Good attendance and timekeeping record. Evidence of continued professional development.</td>
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Means of assessment include application form (AF) and interview (I).
All personal data processed by NHS Dumfries and Galloway for the purpose of recruitment is performed in line with our Data Protection Notice. This is available from:

http://www.nhsdg.scot.nhs.uk/Departments_and_Services/Data_Protection_Notices

General guidance

- If you are using a ‘paper copy’ version of our application form, please use black ink and write clearly in BLOCK CAPITALS. This makes the form much easier to read and clearer when we process it.
- The job reference number can be copied from the job advert as can the job location.
- We will insert the candidate number once you have returned the form to our office.
- The people who look through your completed form (short listing team) to see if you have the skills and abilities needed for the job, will only see ‘Part C’ of the form. They will only see your candidate number and all personal details will be anonymous.
- Please do not send in a CV instead of, or as well as, the application form. We do not consider CVs during the selection process.
- Please fill in all sections of the application form. If some parts are not relevant, write ‘not applicable’ or ‘N/A’ in that space. If you need more space to complete any section, please use extra sheets of paper. Do not put your name or any identifying information on it as it needs to remain anonymous. Secure it to the relevant section, and we will add a candidate number to it when we receive it.

Personal Details section

- This gives us your contact details such as name and address. Under ‘title’ you would put either Mr, Mrs, Ms, Dr or just leave blank if you prefer.
- We may need to contact you at some time throughout the recruitment process. Please let us know the most suitable method of contacting you, for example a text message, email or phone call and, the most convenient time.

Declarations

- You must tell us about all convictions and cautions regardless of how long ago the offence may have occurred. Convictions from other countries must also be notified. If in doubt please email us at dg.recruitment@nhs.net.
- Please note that having a conviction will not automatically disqualify you from securing employment with the Board. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction you may be managed through a conduct process where the outcome may be a warning up to and including dismissal.
- Remember to read, consider and sign the declaration at the bottom of page 2.

Qualifications section

- Please tell us of any qualifications you have. This can include Standard Grades, GCSEs, Higher Grades, National 1-5 or work based qualifications such as SVQs or NVQs.
- Remember to write down any ‘non formal’ qualifications or certificates that you think are relevant to the job you are applying for.

Present (or most recent) post section

- If you are currently out of work, please write this in the ‘job title’ space.
- Please write your start date in month/year format MM/YYYY. Please tell us briefly about your duties (what you do or did in your job). You could tell us your role, the main tasks, and any responsibility for supervising others. There is not a lot of space here so continue on a separate sheet if you need to.

Employment History section
This is where you provide information on all the jobs you have done previously.

Please provide an explanation for any gaps in employment history.

Remember that if a job you have done in the past supports or is similar to the job you are applying for, please tell us more about it in your ‘support of application’ statement on page 6 of the application form – use a separate sheet if you require more space.

References section

- Referees are people who know you at work. Please give the full names and addresses of 2 referees, one of whom must be your present or most recent employer and can confirm your job details.
- Before you submit your application you should check that the people you have named on your form are happy to be referees.
- Your referees will not be contacted unless you are a ‘preferred candidate’ after interview. A preferred candidate is someone who is the preferred choice for the job, subject to satisfactory employment checks.

Driving Licence

- You only need to complete this if the job for which you are applying requires you to drive. Please check the job description or person specification. For example, some jobs with the Transport Dept may require you to be able to drive class C1 and D1 vehicles.

Statement in support of your application

- This is one of the most important parts of the form. In here you say why it is you want this job, and can list all your skills and abilities that you think help to match up you against the ‘person specification’. In here you could describe how something you have done in a non work setting (for example, planning and leading a group outing) shows planning skill and some leadership qualities.

Where did you see the advert section

- Please advise where you heard about this job, and tick the relevant box. The information you give will help us find out how good our advertising is.

Equal opportunities monitoring

- Please note that all details provided on this section (Part D) will remain totally anonymous. It will be detached from the rest of the form as soon as we receive it and remain anonymous.
- We want to ensure that there are no barriers to joining our workforce. As an employer, NHSScotland aims to be fully inclusive. One way we can ensure this is to analyse all the data provided in this section and ensure that job opportunities are being accessed by as wide a community as possible.

If you would like further details about any particular post please use the informal contact provided on the advert.

We prefer to receive email applications to dg.applications@nhs.net however we also accept paper copy applications, these should be sent to: Recruitment Team, Human Resources, 2nd Floor North, Mountainhall, Bankend Road, Dumfries, DG1 4AP.
WORKING FOR NHS DUMFRIES AND GALLOWAY

About us

NHS Dumfries and Galloway serves a population of 148,190 but within a large geographical area of about 2,400 square miles. Dumfries and Galloway stretches from Langholm in the East to Drummore in the West, and from Kirkconnel and Carsphairn in the North down to Sandyhills on the Solway Coast. The Health Board employs around 4500 staff excluding GPs and Dentists.

Our Services

We have recently moved into our new hospital, a state of the art purpose built facility situated on the Garroch Site, on the western outskirts of the town. This new hospital has 344 single rooms, an emergency care centre, a critical care unit and a new combined theatres complex.

Full information on the NHS Dumfries & Galloway Change Programme can be found on our Change website – http://www.dg-change.org.uk/

Our new Dumfries & Galloway Royal Infirmary is the main hospital for the region, providing a wide range of inpatient and outpatient health services.

The Galloway Community Hospital serves Stranraer and the west of the region, is an intermediate unit providing maternity services, and medical & surgical beds, ambulatory care, theatres and renal. There are bedded units within eight cottage hospitals which provide care services such as minor injuries units. Midpark Hospital has 81 beds, providing inpatient facilities for mental health patients.

Find out more about NHS Dumfries & Galloway by visiting our website which is at this web address: http://www.nhsdg.scot.nhs.uk/Dumfries_and_Galloway_NHS

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Our Region

The region is home to an abundance of rare wildlife, lush green forests and sandy beaches, many of which form part of the UNESCO Biosphere covering Galloway and Southern Ayrshire. In 2009 the Galloway Forest Park was also unveiled as the UK’s first, and Western Europe’s largest, Dark Sky Park.

The area is the warmest part of Scotland and the undiscovered 200 miles of coastline along the Solway Firth are often referred to as the Scottish Riviera thanks to its secluded rocky coves and quiet beaches.

It is home to fewer than 150,000 warm and welcoming people whose love of getting together to share good times have earned the region its reputation as a happy and friendly place.

In addition to spectacular countryside and outside pursuits Dumfries and Galloway offers you and your family beautiful and affordable housing, schools which perform consistently well in national rankings and easy and convenient commutes for a more relaxed quality of life.

Many of our staff have been drawn to the region by the exceptional career opportunities, plus the improved work life balance and focus on family life are also great attractions.

The region offers all the advantages of life in local towns with friendly and safe neighbourhoods and good quality facilities on your doorstep. In addition, the main city centres are within reach if on occasion you want a little more.
Section 4: Our CORE Values

From May 2014 NHS Dumfries & Galloway adopted our CORE values:

Compassion
Openness
Respect
Excellence

These CORE values strongly underpin our organisational purpose and by adopting behaviours consistent with our CORE values we will be better placed to deliver our Organisational Purpose.

We pride ourselves on being person centred: we focus on patients and their careers, and we focus on you.

Everyone Matter 2020 Vision

In 2011, the Scottish Government set out its strategic vision for achieving sustainable quality in the delivery of healthcare services across Scotland, in the face for the significant challenges of Scotland’s public health record, our changing demography and the economic environment.

The 2020 Vision provides the strategic narrative and context for taking forward the implementation of the Quality Strategy, and the required actions to improve efficiency and achieve financial sustainability.

The Scottish Government’s 2020 vision is that by 2020 everyone is able to live longer healthier at home, or in a homely setting and, that we will have a healthcare system where:

- We have integrated health and social care
- There is a focus on prevention, anticipation and supported self-management
- Hospital treatment is required, and cannot be provided in a community setting, day case treatment will be the norm
- Whatever the setting, care will be provided to the highest standards of quality and safety, with the person at the centre of all decisions
- There will be a focus on ensuring that people get back into their home or community environment as soon as appropriate, with minimal risk of re-admission

For more information visit: [http://www.workforcevision.scot.nhs.uk/](http://www.workforcevision.scot.nhs.uk/)
## Section 5: Main Terms and Conditions of Service

### Terms and Conditions – NHS Dumfries & Galloway

*The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement*

<table>
<thead>
<tr>
<th>CONTRACT:</th>
<th>Contract details will be contained in the advert</th>
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<tbody>
<tr>
<td>SALARY:</td>
<td>Salary Scale – will be contained in the advert</td>
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<tr>
<td></td>
<td>Entry point in the salary scale is generally at the minimum point. Any appointments above the lowest point of the pay band/range will be subject to verification of previous NHS service or experience outside the NHS, which is given in recognition of relevant complete years of experience. A formal process of approval would need to be completed before confirmation could be provided.</td>
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<td></td>
<td>Salaries are paid on a monthly basis in arrears by credit transfer on the last Thursday of every month.</td>
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<tr>
<td>HOURS OF WORK:</td>
<td>The standard hours of all full time staff (Agenda for Change) is 37.50 hours per week excluding meal breaks. Start and finish times will be determined by the needs of the service.</td>
</tr>
<tr>
<td>ANNUAL LEAVE:</td>
<td>The annual leave year runs from 1 April to 31 March. Annual leave entitlement is as set out in section 13 of the Agenda for Change Terms and Conditions, and outlined below for staff working 37.5 hours per week. An hourly pro-rata calculation will be used for part time staff. For all staff commencing employment during the leave year annual leave will be calculated on a pro rata basis for complete months of service. You are entitled to 8 public holidays as they fall in accordance with your working arrangements, again a pro-rata calculation will be used for part time staff.</td>
</tr>
<tr>
<td>Length of Service</td>
<td>Annual Leave + General Public Holidays</td>
</tr>
<tr>
<td>On appointment</td>
<td>27 days + 8 days</td>
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<tr>
<td>After 5 years service</td>
<td>29 days + 8 days</td>
</tr>
<tr>
<td>After 10 years service</td>
<td>33 days + 8 days</td>
</tr>
<tr>
<td>Reckonable service may be credited for annual leave purposes in accordance with the Agenda for Change Agreement.</td>
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<tr>
<td>SICK PAY:</td>
<td>Entitlements to Statutory Sick Pay and Occupational Sick Pay will be determined in accordance with the Agenda for Change Agreement. Reckonable service may be credited for Sick Pay purposes providing there has been no break in service of 12 months or more at time of appointment in accordance with the Agenda for Change Agreement.</td>
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<tr>
<td>SUPERANNUATION:</td>
<td>New entrants to NHS Dumfries &amp; Galloway who are aged 16 but under 75 will be enrolled automatically into the NHS Pension Scheme.</td>
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<tr>
<td></td>
<td>Our Scheme is provided by the Scottish Public Pension Agency (SPPA). All benefits including life insurance and family benefits are explained on the SPPA website <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a></td>
</tr>
</tbody>
</table>
Your remuneration is automatically subject to deduction of Superannuation contributions unless you formally notify the Salaries and Wages department that you wish to opt out of the Scheme.

Contributions rates will vary from 5.2% to 14.7% depending on pensionable earnings.

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### DECLARATION OF CONVICTIONS:

All current or spent criminal convictions, cautions, warnings or any case pending must be disclosed prior to commencing in employment as detailed on the application form.

You must tell us about all convictions and cautions regardless of how long ago the offence may have occurred. Convictions from other countries must also be notified.

Please note that having a conviction will not automatically disqualify you from securing employment with the Board. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction you may be managed through a conduct process where the outcome may be a warning up to and including dismissal.

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### ELIGIBILITY TO WORK IN THE UK:

NHSD&G has a legal obligation to ensure that all its employees are legally entitled to work in the United Kingdom.

All applicants are required to confirm their right to work in the UK in their application form.

If you are not a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National please state the visa category under which you are legally entitled to work in the UK on your application form and the expiry date of your leave to remain in the UK.

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### CERTIFICATES OF SPONSORSHIP:

If you require Tier 2 Certificate of Sponsorship (formerly Work Permits) NHSD&G may make an application for sponsorship providing applications are available and it can be demonstrated that no suitable candidate meets the minimum requirements for the post within UK or EEA.

This is in keeping with current Home Office regulations. For further information on the UK Border Agency’s points based system please visit https://www.gov.uk/government/organisations/uk-visas-and-immigration

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### PROTECTING VULNERABLE GROUPS SCHEME (IF APPLICABLE):

If the duties of the post involve regulated work with children and young people and/or protected adults, the successful candidate will require to be a member of the PVG Scheme and consent to NHSD&G obtaining a Scheme Record or a Scheme Record Update, if they are already a member of the Scheme.

More information on the PVG Scheme can be found at www.disclosurescotland.co.uk

For other roles not considered to involve regulated work a Standard Disclosure check may be required.

NHS D&G will meet the cost of these applications.
Please note you do not have to do anything about PVG Scheme membership at application stage. Candidates selected for appointment will be advised on how to become a PVG Scheme member prior to taking up the position.

| PROFESSIONAL REGISTRATION/INDUCTION STANDARDS & CODE OF CONDUCT: | Jobs that require the postholder to have statutory registration or professional membership will state that in either the advert or Job Description. If required please provide complete and accurate details. The detail you provide will be confirmed with the relevant regulatory/professional body.  

If professional registration is a requirement of the post, then it will remain your responsibility to ensure that you renew your membership of the relevant body timeously. Failure to do so may lead to formal action under the Disciplinary Policy where warnings up to and including dismissal are a possibility.  

New entrants to NHSD&G who fall under the definition of Healthcare Support Worker will be required to achieve the Mandatory Induction Standards for Healthcare Support Workers in Scotland and comply with the Code of Conduct for Healthcare Support Workers.  

Internal candidates will be required to comply with the Code of Conduct for Healthcare Support Workers. |
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<tbody>
<tr>
<td>PRE-EMPLOYMENT ASSESSMENT:</td>
<td>Any offer of appointment is subject to satisfactory Occupational Health clearance.</td>
</tr>
<tr>
<td>CONFIDENTIALITY:</td>
<td>In the course of your duties you may have access to confidential information concerning patients or staff. Unauthorised disclosure or removal of information may lead to consideration of disciplinary action.</td>
</tr>
<tr>
<td>NO SMOKING POLICY:</td>
<td>NHSD&amp;G operates a Smoke Free Policy and smoking is not permitted inside the buildings or in the grounds of NHSD&amp;G premises.</td>
</tr>
<tr>
<td>TRAVEL EXPENSES:</td>
<td>Travel expenses are not normally reimbursed for interviews, if you are selected for interview and wish to enquire about the possibility of being reimbursed then the request should be directed to the recruiting manager or interview panel chair.</td>
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<tr>
<td>BENEFIT</td>
<td>DESCRIPTION</td>
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<tr>
<td>NHS Credit Union</td>
<td>The Board offers staff the opportunity to manage short/longer term savings and to offer very competitive rates for personal loans</td>
</tr>
<tr>
<td>Cycle to Work Scheme</td>
<td>The Board offer staff the opportunity to by a bike through a Salary Sacrifice Scheme</td>
</tr>
<tr>
<td>NHS Staff Benefits</td>
<td>NHS Staff can access a range of benefits, money saving deals and vouchers.</td>
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For further information on schools, property and things to do in Dumfries & Galloway please follow the links below:

Schools: [http://www.dumgal.gov.uk/schools](http://www.dumgal.gov.uk/schools)

D&G Solicitors Property Centre: [http://www.dqspc.co.uk/](http://www.dqspc.co.uk/)


Big Burns Supper: [http://bigburnssupper.com/](http://bigburnssupper.com/)

7Stanes: [http://www.7stanesmountainbiking.com/](http://www.7stanesmountainbiking.com/)

Spring Fling: [http://www.spring-fling.co.uk/](http://www.spring-fling.co.uk/)

Undiscovered Dumfries: [http://www.undiscoveredscotland.co.uk/dumfries/dumfries/](http://www.undiscoveredscotland.co.uk/dumfries/dumfries/)

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