PRINCIPAL CLINICAL PSYCHOLOGIST
Specialist Childrens Services
CAMHS
Callander Street Clinic at
Woodside Health Centre

Job Reference: 0000046717G
Closing Date: 07 April 2017

www.nhsggc.org.uk
Dear applicant,

Thank you for your interest in this post and for taking the time to read this information pack. We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

As the largest Health Board in Scotland, NHS Greater Glasgow and Clyde plays a vital role in the education and training of doctors, nurses and other health professionals, working closely with local universities and colleges. It also provides the full range of community hospital services. The Board has an annual turnover of £3.2 billion per year. It serves a population of 1.2 million people and employs 39,000 staff.

Along with many NHS providers, the Board must respond vigorously to operational, quality and financial challenges in order to continue to improve outcomes for, and the experience of, our patients and the communities we serve. The Board is a large organisation operating in an increasingly tough environment. Building enduring relationships with our partners is vital to continue to drive the changes we are making. Effective communication and productive dialogue is challenged by the spread of the organisation’s sites and stakeholders over a wide geographical area, as well as the variety and large number of partners we work with. The Board is managing these challenges and has developed a positive platform to continue to improve towards excellence.

To drive forward these improvements the Board must have the ability to make tough decisions at a time of change. The next step in the Board’s journey is essential: to build and deliver a strategy that will engage the workforce and public in changing for the future to provide sustainable healthcare services, further embed a culture of innovation and meet the demands and exceed the expectations of our patients.

The following is included in this information pack to help you with your application:

- Job description
- Person specification
- A summary of the terms and conditions for the post
- The application process
- Guidance for completing your application form
- Working for NHS Greater Glasgow and Clyde

If you have a disability or long-term health problem, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact Recruitment Services.

We very much look forward to receiving your application.

Recruitment Services
JOB DESCRIPTION FOR RECRUITMENT PURPOSES – Band 8a

JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Principal Psychologist</th>
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<tbody>
<tr>
<td>Responsible to (insert job title):</td>
<td>Consultant Clinical Psychologist</td>
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<tr>
<td>Department(s):</td>
<td></td>
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<tr>
<td>Operating Division</td>
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</table>

1. JOB PURPOSE

Principal Psychologists are required;

To provide a specialised clinical psychology service to clients of the service team, across all sectors of care; providing highly specialist psychological assessment and therapy at the same time as offering advice and consultation on clients’ psychological care to non-psychologist colleagues and to other, non professional carers, working autonomously within professional guidelines and the overall framework of the team’s policies and procedures.

To utilise research skills for audit, policy and service development and research within the area served by the team/service.

To provide clinical and professional supervision to trainees undertaking Doctoral training

To undertake service development within own area of practice
2. ROLE OF DEPARTMENT

Clinical psychologists within Specialist Children’s Services in NHS Greater Glasgow and Clyde provide specialist psychology services within a variety of care group and geographical areas: Child and Adolescent Mental Health inpatient and community services (including forensic and learning disability CAMHS and services for looked-after and accommodated children), paediatrics, maternity and neonatology services and paediatric neuropsychology.

Many of these services are embedded within multidisciplinary teams or work closely alongside colleagues from other disciplines or agencies. East Renfrewshire CAMHS is one of eight CAMH teams working across the health board area and is a small, new team operating from Barrhead Health Centre. This post is one of four psychology posts in the multidisciplinary team.

All clinical psychologists within Specialist Children’s Services are part of a professional network of around 70-80 psychologists in this care group across the board area and are also part of a wider grouping of around 250 psychologists employed by NHS Greater Glasgow and Clyde. There are links with both the University of Glasgow Doctorate in Clinical Psychology and also the University of Edinburgh MSc course for Applied Psychology for Children and Young People.

To ensure all GGC patients have access to the right service at the right time we have developed a culture of flexibility with our delivery of services. This ensures any gaps in service are minimised through being able to move our psychology resource where it is required most.
3. ORGANISATIONAL POSITION

All clinical psychologists within Specialist Children’s Services also report professionally, to the Lead Psychologist Children and Young People’s Specialist Services via the local Consultant Clinical Psychologist.

4. SCOPE AND RANGE

1. Providing a specialist psychology service for all clients of the service.

2. Providing training to staff within the service involved in the delivery of psychologically-based interventions.

3. Providing specialist clinical supervision to staff delivering formal psychological therapies, such as cognitive-behavioural therapy.
4. Participating in local management groups and being responsible for service development for aspects of psychological care.

5. Providing specialist psychological research expertise to the service.

<table>
<thead>
<tr>
<th>5. MAIN DUTIES/RESPONSIBILITIES</th>
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<tbody>
<tr>
<td><strong>Clinical: As a practitioner specialising in advanced psychology practice</strong></td>
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<tr>
<td>1. To provide specialist psychological assessments of clients referred to the team based upon the appropriate use, interpretation and integration of complex data from a variety of sources including psychological and neuropsychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, family members and others involved in the client’s care.</td>
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<tr>
<td>2. To formulate and implement plans for the formal psychological treatment and/or management of a client’s mental health problems, based upon an appropriate conceptual framework of the client’s problems, and employing methods based upon evidence of efficacy, across the full range of care settings.</td>
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<tr>
<td>3. To be responsible for implementing a range of psychological interventions for individuals, carers, families and groups, within and across teams employed individually and in synthesis, adjusting and refining psychological formulations drawing upon different explanatory models and maintaining a number of provisional hypotheses.</td>
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<tr>
<td>4. To evaluate and make decisions about treatment options taking into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that have shaped the individual, family or group.</td>
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<tr>
<td>5. To exercise autonomous professional responsibility for the assessment, treatment and discharge of clients whose problems are managed by psychologically based standard care plans.</td>
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<tr>
<td>6. To provide specialist psychological advice guidance and consultation to other professionals contributing directly to clients’ formulation, diagnosis and treatment plan.</td>
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<tr>
<td>7. To contribute directly and indirectly to a psychologically based framework of understanding and care to the benefit of all clients of the service, across all settings and agencies serving the client group.</td>
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<tr>
<td>8. To undertake risk assessment and risk management for individual clients and to provide advice to other professions on psychological aspects of risk assessment and risk management.</td>
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<tr>
<td>9. To act as care coordinator, where appropriate, taking responsibility for initiating planning and review of care plans under enhanced CPA including clients, their carers, referring agents and others involved the network of care.</td>
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</tbody>
</table>
10. To communicate in a skilled and sensitive manner, information concerning the assessment, formulation and treatment plans of clients under their care and to monitor progress during the course of both uni- and multi-disciplinary care.

Teaching, training, and supervision

NB. Clinical supervision: term is specific to Psychology and relates to a process of reviewing clinical practice; leading to the development of practice. Not to be equated with the Job Evaluation definition of supervision.

1. To receive regular clinical professional supervision from a senior clinical psychologist and, where appropriate, other senior professional colleagues.

2. To gain additional highly specialist experience and skills relevant to clinical psychology and/or the service.

3. To develop skills in the area of professional post-graduate teaching, training and supervision and to provide supervision to other MDT staff’s psychological work as appropriate.

4. To provide professional and clinical supervision of Doctoral Trainee and assistant clinical psychologists.

5. To provide supervision for CAAPS Trainees or MSc trainees in psychological therapies.

6. To contribute to the pre- and post-qualification teaching of clinical psychology, as appropriate.

7. To provide advice, consultation and training to staff working with the client group across a range of agencies and settings, where appropriate.

Management, recruitment, policy and service development

1. To contribute to the development, evaluation and monitoring of the team’s operational policies and services, through the deployment of professional skills in research, service evaluation and audit.

2. To advise both service and professional management on those aspects of the service where psychological and/or organisational matters need addressing.

3. To undertake service development tasks within own area

4. To manage the workloads of assistant and trainee clinical psychologists, within the framework of the team/service’s policies and procedures.

5. To be involved, as appropriate, in the short listing and interviewing of assistant / graduate psychologists.
Research and service evaluation

1. To utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members.

2. To undertake appropriate research and provide research advice to other staff undertaking research.

3. To undertake project management, including complex audit and service evaluation, with colleagues within the service to help develop service provision.

IT responsibilities:

1. Use I.T. systems to record clinical activity, caseload, waiting list etc and to report on the performance of psychologists within the area and on the activity of the service.

2. Undertake the collection, processing, interpretation, reporting of information using appropriate software, including advanced statistical, and presentation packages.

3. Use of IT systems to access the NHS e-library for keeping up-to-date with current developments.

6a. EQUIPMENT & MACHINERY

1. To use a variety of technological equipment for the purposes of clinical work, e.g. video cameras, audio recorders, video players etc.

2. To exercise responsibility for the appropriate and safe use of specialist psychological equipment within the area including appropriate systems of stock control.

3. Use I.T. systems to maintain up to date records of; clinical activity, caseload, waiting list etc and to report on the performance of psychologists within the service/team.

4. Use specialist psychometric test equipment to identify language, memory, intellectual and other cognitive deficits.

6b. SYSTEMS

1. To ensure the highest standards of clinical record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practice of the British Psychological Society and Divisional policies and procedures.

2. Use I.T systems to maintain up to date records of clinical activity, caseload, waiting list etc and to report on the performance of psychologists within these areas.
3. Use I.T. systems relevant to clinical interventions, e.g. for scoring psychometric tests.

4. Use management and I.T, systems to ensure adequate performance management information is provided in a timely manner.

5. Use management and IT systems to ensure national workforce data and clinical activity data are provided for e.g. ISD workforce and CAMHS mapping.

7. DECISIONS AND JUDGEMENTS

The post holder is responsible for autonomous clinical psychological assessment, clinical decision making, treatment selection and treatment evaluation. Such analysis, decisions and interpretations take into account both theoretical and therapeutic models and highly complex factors concerning historical and developmental processes that may have shaped the client.

The post holder is responsible for making highly skilled evaluations and decisions, drawing upon their expertise as clinical specialists about treatment options. The post holder is also responsible for proposing psychological decisions and judgements within multidisciplinary team settings.

The post holder is guided by principles and broad occupational policies and has significant discretion to work within a set of defined parameters.

- To be responsible for the planning, management, and prioritisation of a clinical caseload, and is responsible for their own professional actions.
- To make highly skilled clinical judgements about psychological input offered to clients
- Determining what psychological model or treatment approach is most appropriate for a particular client group and undertaking service development accordingly
- Developing and implementing an intervention plan, monitoring outcomes and revising plans.
- Training carers, families and other professionals in the skills needed for effective implementation of an intervention plan.

Typical Judgements:

- How to resolve problems with intervention including when the intervention is not working, where other staff are working out with their competence level or when systems are not in place to facilitate implementation.
- The most appropriate method and scope of response for delivering psychological information to requests for advice, consultation and support from an organisation agency or other professional colleagues.
- Assessing and monitoring the work of trainees and deciding if they have met competence criteria for the attainment of clinical skills.

In accordance with good practice guidelines, the post holder receives one hour of supervision (see previous definition of supervision) per month, from a Consultant Clinical Psychologist. This involves guidance and discussion of clinical work, research and service development.
8. COMMUNICATIONS AND RELATIONSHIPS

The post holder is required:

- To provide and receive highly complex information in a highly skilled and sensitive manner, concerning the assessment, formulation and treatment plans of clients under their care and to monitor and evaluate progress during the course of both uni- and multi-disciplinary care.

- To communicate effectively with patients suffering from severe mental illness, including patients who may exhibit a significant degree of hostility and antagonism.

- To address subjects such as a client’s past sexual abuse, traumatic events, exposure to violence etc. in client’s lives or suggesting management strategies for individuals where there is considerable conflict regarding the approach to adopt.

- To manage barriers to acceptance or understanding (e.g. head injury, learning disability, sensory impairment), which need to be overcome using the highest level of interpersonal and communication skills.

- To communicate with academic staff on trainees competence development

- To communicate with managers on service development activities

The post holder is required to develop and maintain effective communication systems with

- Clinicians and managers to ensure effective delivery of the service

- External agencies including GPs, the Courts, Universities and Social Work

- Patient Groups and voluntary bodies

- To communicate effectively with patients when significant barriers to communication exist e.g. learning disability, sensory or physical impairment

- To undertake formal presentations in public, professional and academic settings.

- To maintain communication with wider networks, including national networks, such as the British Psychological Society and its Division of Clinical Psychology, and national special interest groups.
9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical:

- To exercise physical skills requiring dexterity, precision, good hand-eye coordination and speed in administering psychometric tests, with a specific requirement for consistency and accuracy, which are essential for accurate diagnosis.
- To use specialist psychometric tests requiring the simultaneous co-ordinated manipulation of test materials and the accurate observation, timing and recording of patient performances and behaviours.
- Good keyboard skills are required.
- Considerable physical effort is entailed through sitting for hours in a restricted position, e.g. during clinical interview or assessment sessions. These sessions typically extend for a half or full day at a time.
- Use a car or public transport to make home visits or travel between clinics.

Mental:

- Considerable intense mental effort (often attending to multiple sources of information at the same time) is required when concentrating, often for long periods at a time when directly interacting with clients during assessment and therapy sessions. These concentration requirements typically endure over the period of ‘clinics’, which may extend for a half or full day at a time.
- Intense concentration is also required when using varied and sometimes intricate clinical assessment procedures (e.g. interviews, direct observations of client behaviour or the use of complex psychometric assessment tools

Emotional:

- Frequent exposure to highly distressing or emotional circumstances when providing treatment to patients who are seriously mentally ill, and exhibiting challenging behaviour (such as suicidal threats or aggressive and threatening behaviour)
- Frequent exposure to highly distressing circumstances as when giving news of life threatening illnesses such as dementia or when hearing personal accounts of involvement with child abuse or domestic breakdown
- Considerable emotional demands are presented in listening to or reading about staff or clients’ or their carers’ distress and through exposure to disturbing accounts of serious crimes, sexual abuse or traumas, as well as from actual or threatened aggressive behaviour on the part of clients or carers and occasionally from significant threats of violence from forensic clients and their families.
• Emotional demands are routinely experienced in supporting other staff through major challenges at work, including clinical supervision of difficult cases. These include debriefing staff and clients after violent or otherwise traumatic events.

Environmental:
• Services to clients are provided in a variety of settings, including clinics, hospital, their own homes, own rooms, hostel accommodation, bed and breakfast, etc. Some of these environments may present exposure to hazards, such as verbal and physical aggression, loud noise, or unpleasant working conditions e.g. bad odours, cigarette smoke, domestic animals, used injecting equipment, etc.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB
• Posts at this level require the post holder to operate within a variety of spheres which include the delivery of individual patient care at an advanced clinical level, a higher level of consultancy work and to undertake service development within own area of responsibility.

• Posts involve working with individuals who present significant challenges to those supporting them either through the risks they themselves face or present because of their behaviour or through significant mental health difficulties or serious physical health problems. In addition, there is a need to respond to the sometimes conflicting needs of patients, referrers and staff in a manner that maintains high quality service and staff morale.

• Forming lone judgements and offering expert opinions in relation to highly complex and diverse problems / disorders, often under emotionally charged circumstances.

• Responding to a diversity of needs including those of individual patients, the needs of trainees and service development requirements in a context of limited resources.
### KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

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<thead>
<tr>
<th>TRAINING &amp; QUALIFICATIONS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Demonstrates advanced theoretical and practical knowledge as a clinical psychologists which requires to be obtained through:-</td>
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<td>Full membership of the Division of Clinical Psychology</td>
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<td>• Post-graduate doctoral level training in clinical psychology (or its equivalent for those trained prior to 1996) as accredited by the BPS or HCPC, including specifically models of psychopathology, clinical psychometrics and neuropsychology, two or more distinct psychological therapies and lifespan developmental psychology.</td>
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<td>• Further post-doctoral training, research and study across a range of areas, including advanced clinical skills.</td>
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<td>• It is a requirement of these posts to provide clinical placements and supervision to Trainee Clinical Psychologists undertaking a Doctorate in Clinical Psychology. To enable the post-holder to do so they must be eligible for the relevant training which meets University accreditation criteria. Eligibility for this requires post-doctoral clinical experience.</td>
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<td>• Registration with the HCPC as a clinical psychologist.</td>
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<tr>
<td>EXPERIENCE</td>
<td>Significant clinical psychology practice experience in NHS or equivalent, supervised by a suitably qualified Clinical Psychologist.</td>
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<td>Requires experience of working with a wide variety of client groups, across the whole life course and presenting with the full range of clinical severity across the full range of care settings including outpatient, community, primary care, in-patient and residential care settings. This includes skill in maintaining a high degree of professionalism in the face of highly emotive and distressing problems, verbal abuse and the threat of physical abuse.</td>
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<td></td>
<td>Experience of exercising full clinical responsibility for clients’ psychological care and treatment, both as an independent practitioner and also within the context of a multi-disciplinary care plan.</td>
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<td></td>
<td>Experience of teaching, training and/or professional and clinical supervision.</td>
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<td></td>
<td>Skills as a Senior Clinician to undertake clinical leadership roles and tasks within multidisciplinary and multi-agency contexts</td>
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<td></td>
<td>A high level ability to communicate effectively at both a written and oral level complex, highly technical and clinically sensitive information to clients, their families, carers and a wide range of lay and professional persons within and outside the NHS.</td>
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<td></td>
<td>Skills in providing consultation to other professional and non-professional groups.</td>
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<tr>
<td>KNOWLEDGE AND SKILLS</td>
<td>Doctoral level knowledge of research design and methodology, including complex multivariate data analysis as practiced within the field of clinical psychology. Knowledge of legislation and its implications for both clinical practice and professional management in relation to the client group and mental health. Evidence of continuing professional development as required by the HCPC.</td>
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<tr>
<td>PERSONAL</td>
<td>Enthusiasm for a broad range of psychology phenomena, an interest in models of service delivery, and an ability to articulate the value added by clinical psychology services within the context of multi-disciplinary mental health services A capacity to establish priorities and organise workload effectively and efficiently Ability to operate successfully within a team based setting</td>
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<tr>
<td>OTHER</td>
<td>Able to travel to different bases as required.</td>
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## Summary of terms and conditions

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>Job title</th>
<th>Principal Clinical Psychologist</th>
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<tbody>
<tr>
<td>Job reference number</td>
<td>0000046717G</td>
</tr>
<tr>
<td>Closing date</td>
<td>07 April 2017</td>
</tr>
<tr>
<td>Vacancy enquiries to</td>
<td>For information specific to the role, contact:</td>
</tr>
<tr>
<td></td>
<td>Donna MacLean, 0141277 7475</td>
</tr>
<tr>
<td>Agenda for Change band:</td>
<td>Band 8A</td>
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<tr>
<td>Salary</td>
<td>£40,428 to £48,514 per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.</td>
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<tr>
<td>Hours</td>
<td>30.00 hours per week</td>
</tr>
<tr>
<td>Base</td>
<td>Callander Street Clinic, at Woodside Health Centre</td>
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<tr>
<td>Contract type</td>
<td>Fixed Term</td>
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<tr>
<td>Annual leave</td>
<td>The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.</td>
</tr>
<tr>
<td>Superannuation</td>
<td>All employees are automatically enrolled in the <a href="https://www.scottishpensions.gov.scot">Scottish Public Pensions Agency</a></td>
</tr>
<tr>
<td>Healthcare Support Workers</td>
<td>All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the <a href="https://www.gov.scot/Topics/Health-and-Wellbeing/Workforce/Code-of-Conduct">NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers</a>. Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.</td>
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<tr>
<td>Equal opportunities</td>
<td>NHS Greater Glasgow and Clyde is as an <a href="https://www.ggc.scot.nhs.uk/our-work/values-and-ethics/equal-opportunities">equal opportunities employer</a>.</td>
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</table>
The Application Process

Please ensure you read the Job Description and Person Specification along with the guidance notes on completing your application form. The hiring manager will shortlist an application for interview based on its content, therefore it is in your best interests to ensure you submit a fully and appropriately completed application.

You will receive confirmation that your application submission has been received when you submit your online application form. When we begin to process your application, you will receive an email from NHS Greater Glasgow and Clyde confirming receipt. If you have not received a confirmation email within 3 days working days from the closing date, please email nhsgc-recruitment@nhs.net.

Unfortunately, due to the volume of applications NHS Greater Glasgow and Clyde receive, we are unable to write to applicants who are not successfully shortlisted for interview. Accordingly, if you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

We will use several methods of communication to advise you of each stage of the recruitment process this includes: email, letter, SMS text, or telephone. It is essential that you regularly check your email and your phone to see if we have been in contact with you to update you on the progress of your application. Please ensure your email account does not treat NHS Greater Glasgow and Clyde email as spam or junk by adjusting the necessary settings.

Please ensure you retain a copy of the job description and person specification for the post you are applying for – you will need this to help you prepare if you are selected for interview.

Please retain details of the job reference number – you will need this if contacting NHS Greater Glasgow and Clyde Recruitment Services.

Should you require further information or assistance in relation to your application please visit www.nhsggc.org.uk/recruitment or email your enquiry to nhsgc-recruitment@nhs.net. Please ensure you have the job reference number to hand.

For details on what happens once you have submitted your application, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Guidance for completing your application form

Completion of the application form is the first stage in the recruitment process, and if you are successful, will form the basis of your employment record. Complete and accurate information is essential. Please note: If you knowingly withhold or provide false or misleading information, this may result in your application being rejected, or if appointed, may result in dismissal from your post.

Your application form plays a vital role in the recruitment and selection process. The information you provide us with in your application form will be used to decide whether you are shortlisted to attend an interview. Only those applicants who can clearly demonstrate in their application form how they meet the minimum essential requirements for the post as specified in the job description and person specification will be considered for interview selection.

Applicants should read the candidate information pack and job description for the post prior to completing the online application form.

When completing the online application form applicants should read the instructions in each section and note the following:

- the application form has an automatic time out mechanisms, therefore you should click on the "save" button as you go through the application form or copy and paste from another document, to avoid losing content.
- please do not use any special characters (i.e. £, #, &, %) when completing your application. You are permitted to use the ‘@’ symbol.

It is recommended that you complete all relevant sections of the application form. It does not matter how long ago your last employment was, if you have an employment history please list it.

If you have not previously been employed, please use the “Present or Most Recent Post” section to detail what you have been doing (i.e. full time student / parent / carer).

Please note that you can list unpaid work including work placements and volunteer work in your employment history.

NHS Greater Glasgow and Clyde do not accept Curriculum Vitae (CV), unless a CV has been specifically requested as part of the recruitment process.

By completing and submitting an application for this post you give your consent for NHS Greater Glasgow and Clyde to commence pre-employment checks, including reference checks, once your formal conditional offer of employment is made to you. Click Here for more information. For details on NHS Greater Glasgow and Clyde’s pre-employment check procedures, please visit the NHS Greater Glasgow and Clyde – recruitment guidance for applicants.
Part A (Personal information), Part B (Declarations), Part C (Application Details)
The job description provides information about the main duties and responsibilities of the post being advertised. It also describes the purpose of the post. Please ensure that your application form clearly demonstrates how your skills / knowledge / experience can be utilised in the role. The job description and person specification also specify the requirements or criteria (knowledge, skills, experience, abilities and qualifications) that are essential or desirable to perform the duties outlined. Please ensure in your application that you demonstrate how you meet the minimum essential criteria and where applicable, the desirable criteria for the role.

Certain posts in NHS Scotland are exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. Click Here for more information. If the advertisement for this position has declared that we require a Disclosure Scotland PVG Scheme Membership / Disclosure Scotland Check, you must declare any previous convictions, classed as either “spent” or “unspent”, including criminal convictions received outside the United Kingdom.

The Asylum and Immigration Act 1996 states that it is a criminal offence to employ a person who is not entitled to work in the United Kingdom (UK). Consequently, before NHS Greater Glasgow and Clyde offers employment, the prospective employee must provide evidence, that he/she is entitled to work in the UK. All applicants regardless of nationality will be asked to provide evidence of eligibility to live and work in the UK.

As a Disability Confident Employer, NHS Greater Glasgow and Clyde operates a Guarantee Interview Scheme for disabled applicants. Candidates who have declared a disability and who meet the minimum essential criteria outlined within the job description / person specification will be guaranteed an interview.

You must provide full and complete employment references including a work email address (personal email address for employment references may not be acceptable) covering a minimum period of the last three years. Employment referees should be listed in chronological order – that is the most recent first. If you have had more than two employers in the last three years we will require additional references. Character referees should only be used in the event that you cannot provide two employer references covering the last three years.

Any gaps in employment history must be detailed within your supporting statement and will be explored carefully with you at the interview stage.

If you have an employment history of less than three years, you should provide full details of an academic referee or other person who is not a friend, is not related to you or involved in any financial arrangement with you to provide a personal reference.
If you have had no previous employment or have been self-employed you should provide details of two personal referees as outlined above and where applicable evidence to confirm your status (i.e. letter from Jobcentre Plus, academic record or evidence from HM Revenue & Customs) if you are shortlisted for interview.

Your application form provides you with an opportunity to provide a supporting statement. This section is one of the most important in the application form as the information that is provided here will be evaluated and used to decide if you are invited to attend interview. This section gives you the opportunity to describe and demonstrate the particular qualifications, skills, abilities, knowledge, relevant experience and other qualities that make you a good candidate for the post.

**Part D (Equal Opportunities)**
This part of the form is optional and the information you provide in this section exercises no part of the selection process. It is treated in confidence and only the Recruitment Service or Human Resources staff can access this information for the purpose of recording and compliance monitoring, to ensure our workforce is balanced and represents the best candidates from all parts of society regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity status, race, religion or belief, sex, sexual orientation and/or socio-economic status.

**Data Protection Act 1998**
The information you provide on your application will be treated in confidence. Only those NHS Greater Glasgow and Clyde staff involved in the selection process and processing your application will see your application form. If you are the successful applicant your application form will be retained and used to create your employee record file. Your application form will be held for 12 months, from the date of your application, within the NHS Greater Glasgow and Clyde recruitment system, after which period it will be deleted from the system.
Working for NHS Greater Glasgow and Clyde

About us
NHS Greater Glasgow and Clyde is the largest health board and provider of healthcare in Scotland and one of the largest health care providers in the UK.

NHS Greater Glasgow and Clyde’s purpose is to:

“Deliver effective and high quality health services, to act to improve the health of our population and to do everything we can to address the wider social determinants of health which cause health inequalities.”

The Board works in close partnership with other NHS organisations, local authorities and other agencies including the third sector to ensure that social work, education, housing, employment and environmental services unite effectively and efficiently with the NHS in tackling inequalities and underlying health problems in local communities.

The future shape of health and social care provision is changing following the move to establish new statutory Partnerships between NHS and Local Authorities, responsible for the planning and delivery of Health and Social care for local populations. This requires the development of very different relationships between primary care, mental health services, community and acute services.

NHS GGC serves a population of 1.2 million (over 1/5 of the population of Scotland) with services provided by 39,000 staff.

The geographical area covered includes: Glasgow City, West Dunbartonshire, Inverclyde, Renfrewshire, East Renfrewshire, East Dunbartonshire and North Glasgow (Stepps-Moodiesburn corridor).

Our services
NHS Greater Glasgow and Clyde provides a full range of Secondary and Tertiary Clinical services, Primary Care, Mental Health and Community services included in which are a number of world-class specialist services.

Find out more about NHS Greater Glasgow and Clyde at www.nhsggc.org.uk.

If you want to know more about the NHS Scotland, visit www.show.scot.nhs.uk.

If you are successful in your application to join us, you will be working within one of our Acute, Primary and Community Care Services. These services are in turn supported by a range of Corporate Service functions including Administration, eHealth, Finance, Human Resources, Public Health, Corporate Planning, Facilities and Estates.
• Click Here to find out more about our Community Services
• Click Here to find out more about our Mental Health Services
• Click here to find out more about the services in your area
Employee benefits
We offer all our staff excellent benefits including:
- NHS Superannuation pension scheme,
- Child Care Vouchers,
- Bursaries to support education and training,
- Interest free loans to purchase Zonecards for trains, buses, underground and some ferries
- Cycle to work interest-free loans to purchase bicycles and equipment

For more information on the benefits available to NHS Greater Glasgow and Clyde staff, visit www.healthservicediscounts.com.

Further information
For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

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Recruitment Services
West Glasgow Ambulatory Care Hospital
Dalnair Street
Glasgow
G3 8SJ

Tel: +44 (0)141 278 2700
Email: nhsggcrecruitment@nhs.net