ADVANCED NURSE PRACTITIONER - Haematology
Royal Hospital for Children

Job Reference: 0000046766N
Closing Date: 14 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
### 1. JOB IDENTIFICATION

**Job Title:** Advanced Nurse Practitioner Benign Haematology  
**Job Grade:** Band 7  
**Division:** Acute Division  
**Directorate:** Woman and Children’s  
**Department:** Ward 2A/B  
**Responsible to:** Lead Nurse for ANP Service

### 2. JOB PURPOSE

The post will incorporate the Advanced Nurse Practioner (ANP) role dimensions of expert clinical practice, education, leadership, management and research. The post involves the provision of care for patients with haemophilia and other related bleeding disorders and their families; children and young people who require thromboprophylaxis; and benign haematology conditions and transitional care arrangement (paediatric to adults services). Working with children and their carers, the post holder will manage a nursing caseload within the day care setting of the haematology unit (ward 2b RCH), continuing into the community. The service is accessed through (i) weekly clinics (ii) weekly telephone clinics (iii) direct telephone referral for health professionals and other allied professions (iv) a telephone helpline. They will have an outreach role in educating and supporting patients and families at different life-stages and in supporting episodes of care in other hospital areas such as surgical units They will act as a source of specialised advice and information for primary and secondary health care staff. The post holder will also be responsible for the supervision and training of junior staff. To liaise with all members of the multidisciplinary team offering advice & support to colleagues in the delivery of specialised patient care across professional boundaries. To undertake nurse led clinics and to be responsible for excellent standards of nursing care to patients through the planning, co-ordinating, delivering and evaluating nurse-led clinics. To work autonomously to deliver specialist clinical care appropriate to the needs of the patient group and based on principles that are research based and which enhance the quality of patient care. To contribute to the facilitation of the planning, delivery and evaluation of care pathways for a designated group of patients. To contribute to training and education within specialist area. To promote an innovative and progressive attitude to the continual improvement of patient care through reviewing the evidence base and embedding this in practice through engagement in research activities. To act as a visible role model and expert practitioner.
3. ORGANISATIONAL POSITION

![Organisational Position Diagram]

4. SCOPE AND RANGE

Ward 2A/2B Royal Hospital for Children, provides haematology services for the care of children with benign haematological disorders including thrombotic disorders. Is the paediatric reference centre for inherited Bleeding disorders in the West of Scotland; benign haematological disorders including thalassaemia and sickle cell disease and other red cell disorders; Scottish paediatric Self testing anti-coagulant service and general benign haematological conditions.

The overall aim of the service is to reduce the number of hospital and emergency attendances of babies, children and young people with severe, potentially life threatening conditions, and those receiving anti-coagulant therapy, through assessment, implementation and evaluation of programmes of care and discharge planning.
5. KEY RESULT AREAS

Clinical

- Develop the role of the advanced nurse practitioner in accordance with the needs of patients and increased role responsibility through learning and experience.
- Be responsible for the provision of a highly specialised advice service and support packages of care for a defined group of babies, children and young people with severe potentially life threatening benign chronic haematological disorders.
- Act as a clinical expert, autonomously managing patients and workload including
  - (i) Making autonomous decisions based on interpretation of clinical findings and investigations of specific conditions and aspects of care.
  - (ii) Participate in the weekly clinics providing ongoing family/patient centred care.
- Act as a clinical expert and role model to provide specialised advanced advice concerning complex patients with chronic conditions.
- Undertake the assessment of patients, with various benign haematological conditions by performing history taking, physical examination and appropriate investigations to provide a treatment plan and referring to medical staff as appropriate. Including the assessment and management of bleeding episodes; sickle crisis/pyrexia.
- Prescribe; order and administer medication, including intra venous factor replacement, as per independent nurse/supplementary nurse prescribing/patient group directions.
- Coordinate and act on laboratory and radiological investigations and results
- Establish IV access and administer appropriate therapies including blood product and IV antibiotics
- Order; authorise red cells as per specific agreed national/local guideline/protocols/policies
- Responsible for the provision of the telephone based home anti-coagulant service for patients
- To work towards innovation of care and to develop practice by formulating protocols, clinical practice guidelines and / or integrated care pathways, in collaboration with clinicians and senior nursing staff.
- Responsible for maintaining own records within agreed standards
- Promote practice that is based on current evidence in line with professional competence to comply with clinical governance.
- Participate in the expansion and implementation of new and advanced practice in conjunction with medical staff.
- Work in partnership with other nurse practitioners to develop, expand and implement new advanced practice to meet generic needs.
- Maintain good communication links with consultants and other specialists within Health and other agencies.
- Monitor and evaluate clinical outcomes of patient centred care involving the patient and their carers wherever possible.
- Communicate on an ongoing basis with the Senior Registrar / Consultant responsible for the patient - updating him / her on changes / progress.
- Clinically support Senior Nursing Staff in their management responsibility for the quality of care within the Unit.
- Ensure patients and families are informed and properly involved in decisions regarding their care and progress.
- To be an expert, knowledgeable and visible practitioner within the specialty ensuring the provision of high quality evidence based nursing care for patients and their families.
- Lead the support of the child and his/her family in dealing with the life challenges/changes presented to
the family when dealing with chronic disorders such as haemophilia; various haemoglobinopathies; ITP and various other chronic benign haematology conditions.

- Initiate nurse led research / audits and set up and maintain specialty specific database.
- Plan and evaluate patient throughput and identify issues where throughput and / or care quality can be improved
- Lead in the planning, managing, prioritisation and co-ordination of a highly specialized paediatric haemophilia/haemostasis service and benign haematological service
- Responsible for the provision of RCH capillary INR testing

### Education, Research and Audit

- Responsible for the development, evaluation and participation of teaching programmes for children and families; empowering them to manage their inherited bleeding disorders, to seek advice/support as appropriate, to improve their health outcomes.
- Initiate nurse led research / audits specifically targeting the effect of current care packages on a range of appropriate health and service outcome markers. Set up and maintain specialty specific databases/spreadsheet to improve/monitor quality of care.
- To provide education and training at local, national and international level in dissemination of specialist learning.
- Contribute to the training programmes of related disciplines (eg teachers, nursery teachers) within NHS GGC and the West of Scotland, support haemophilia; anti-coagulated patients in the wider community.
- Mentor and supervise other staff working in the clinical area, offering professional support and clinical supervision as required.
- To work with the MDT to develop evidence based policies and procedures pertaining to the patients in the Unit.
- Work closely with the Clinical Leaders and Practice Educators to provide education and training to the hospital
- Participate/support clinical trials as appropriate.

### 6a. EQUIPMENT AND MACHINERY

- Be accountable and responsible for the control and risk management of all equipment used in the ward/department including that which is highly complex and expensive
- The post holder is expected to demonstrate and act on the responsibilities placed upon him/her under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.
- The post holder is expected to have a comprehensive working knowledge of all the equipment used in the area and promote staff training and competence in its use

#### Clinical:

- Volumetric pumps
- Blood glucose analysis
- Vital signs monitoring equipment
- Any other patient monitoring or treatment equipment
- Coaguchek XS monitor
- T34 McKinley pumps

### Non Clinical
- Telephone/Fax Machine
- Intranet/Internet
- E-mail
- Trakcare
- PACS
- Clinical Portal
- IDL

### Educational
- E Library
- PowerPoint
- Audio visual and other teaching equipment

### 6b. SYSTEMS
- Responsible for inputting into electronic and manual patient records complying with Data Protection Act, Caldicot Guidelines and local policies regarding confidentiality and access to medical records.
- Postholder is expected to demonstrate the ability to maximise the use of information technology to benefit patient care and personal development, for example

#### Patient records:
- Maintenance of manual patient records
- Hospital Information Systems
- Discharge planning documentation
- DAWN (anti-coagulant management tool)

#### Clinical assessment tools:
- Pain assessment charts
- CEWS charts
- PYMS
- Wound care
- Fluid balance charts
- Risk assessment – Datix
- Haemtrack

- Interface with the national United Kingdom Haemophilia Centre Directors Organisation database to provide UK haemophilia statistics
- Interface with the CAS (Clinical Audit System) for Inherited Bleeding disorders to provide data
to ensure key performance indicators are assessed and met.
- Interface with clinical trial specific systems as required
- Maintain a clean driving licence

7. ASSIGNMENT AND REVIEW OF WORK

- Workload is determined by the needs of the service.
- The post holder will be responsible to the Lead Nurse for professional management, work review and formal appraisal of performance.

8. MANAGEMENT

Participate in the recruitment of new staff members

Lead the induction of new staff members and objective setting, sharing with them service objectives to meet the needs of the patient, their family and the broader NHS.

Lead in the appraisal of staff members, utilising Personal development plans and KSF. Provide support and guidance to staff in achieving their aims.

Lead, motivate and develop the nursing team, using mentorship, succession planning which provides a flexible and skilled nursing work force.

Responsible for the control and monitoring of the intravenous factor replacement products ensuring provision of supply and cost effective use.

Workload is determined by the needs of the service. The benign haematology advanced nurse practitioner will be responsible to the service manager for professional management, work review and formal and formal appraisal of performance.

Responsible for the management and administration of the haemophilia service, including scheduling clinic appointments, patient specific tests, product management, departmental/national and international databases.

Responsible for, along with the consultant in charge, the setting up of clinical trials, including administration, recruitment, data management, product accountability and the preparation of necessary paperwork/ecrf. Liaising with trial sponsor, clinical monitoring staff, and preparing, when necessary, for audit by external agencies.

Responsible for the supervision of training of patients and their families in the use of coaguchek XS INR monitoring system, to facilitate the home INR management telephone service. This includes the on going management of the monitors in keeping with near patient testing equipment guidelines.
Contribute to the strategic issues relating to haemophilia, paediatric anti-coagulant management and benign haematological conditions.

Communication and relationships

WITH CHILDREN AND FAMILIES

Communicate patient related information to the child, family and other carers effectively to ensure understanding of the condition and best concordance with care. At times this may be complex sensitive information as it involves illness perception and health beliefs held.

Provide effective communication channels for children/young people/families/carers to access care and information; including the development and provision of bespoke written material, face-to-face consultations and telephone support.

Establish positive working relationships with any child/young person and their family within which the provision of relevant training, information and support is provided and barriers to care and adherence to treatment are identified and minimised.

Develop individualised haemophilia care packages, which are designed to meet the individuals' haemophilia needs and aim to reduce future haemophilia bleeding episodes and health care utilisations.

Use of enhanced communication skills to motivate patients to comply with haemophilia treatment programmes.

Identify and address barriers to effective communication experienced by children and families- e.g. literacy, language, physical/cognitive impairment

2. WITH HEALTH and OTHER PROFESSIONAL BODIES

Make justifiable referrals to a wide range of other healthcare professionals and specialities, which may include the admission and/or discharge of patients from hospital

Responsible for the development and maintainence an effective communication network with internal staff and external agencies to ensure the best service possible for children and young people with haemophilia/other related hereditary bleeding disorders and other benign haematological conditions; at local, national and international level.

Communicate specific information relating to named children/teenagers with haemophilia with other agencies and services (e.g. nursery, school liaison)

Participate in meetings, clinics/ward rounds as appropriate, and when requested to communicate clinical information.
Liaise closely with the multi-disciplinary and interagency teams within the hospital and community, ensuring coordination of all aspects of care in the best interests of the individual child and family.

Develop and maintain effective communication links between primary and secondary care, particularly for identified complex patient group.

Establish links with other haemophilia/haematology nurse specialists and organisations in order to be aware of national and international developments, which may affect local care provision.

Network nationally to facilitate the development of best practice in care delivery through standard setting, policy and guideline development.

**PHYSICAL SKILLS**

Performing venepuncture and cannulation on patients, both within own patient group and patients within wider haematology unit.

Use of coaguchek XS monitors, including training of patients, families and staff.

Ordering; Reconstitution and administration of intravenous factor replacement products.

Safe administration of oral and intravenous drugs/therapies as appropriate.

Provide a safe environment for the care of patients and their carers.

Driving, which includes the local GGHB area, West of Scotland, Dumfries and Galloway, Stirling.

Teaching of venepuncture, reconstitution and administration of intravenous factor products to staff, patients and carers, as appropriate.

Care of central venous devices including Hickman lines, PICC's and Portacaths.

Assessment, evaluation and treatment of haemophiliac bleeding episodes.

Care of the haemophilia patient pre and post op.

Collation of and projection of factor use in individual patients, to ensure an adequate seamless supply of factor product.

**PHYSICAL DEMANDS**

Ability to adapt to the different physical areas where required to work, e.g. hospital, patients homes.

Driving in adverse weather conditions and remote unfamiliar locations.
Responsible for maintaining own health and safety in all situations encountered both within the hospital and home environment

Number of hours worked.

Patient movement with the aid of mechanical aids, manoeuvre patients, push trolleys and wheelchairs.

Stand/walk for large periods throughout the working day.

Answering telephone

Computer work,

8. MENTAL AND EMOTIONAL DEMAND

Intense concentration required when checking, calculating and administering intravenous factor concentrates, blood transfusions, medications whilst subject to external demands, e.g. upset patient/parents, telephoning ringing.

Advanced problem solving skills coupled with the ability to make rapid clinical decisions under pressure.

Flexibility in working patterns to meet the needs of the service and the client group.

Dealing with stressed, distressed anxious patients, parents and families in the child with a potentially life threatening bleeding/clotting disorder.

Exposure to verbally abusive, aggressive and/or threatening behaviour

Working in a stressful speciality, where families have to dealing with impact of a potentially life threatening diagnosis is made, and may have genetic implications.

Maintaining a professional demeanour when dealing with patients, parents, staff and other interested parties

Most challenging/difficult parts of the job

Clinically, haemophilia and other related hereditary bleeding disorders; anti coagulented patients are associated with increased risk of death, high morbidity and competing adverse psychological and behavioural factors. Coordinating care and support for this range of patients is complex, time consuming, challenging and requires a depth of knowledge, skill and responsibility. The Paediatric Haemophilia Nurse Specialist is central to the ongoing management of these babies, children and young people and families.

To facilitate the necessary systems of care the post of Haemophilia Advanced Nurse Practitioner requires that the individual is multi-skilled, and maintain clinical skills and
knowlegde based on current evidence

The nurse must be able to deliver a diverse and versatile range of enhanced skills across a range of disciplines; organisational, educational, communication, management, implementation, research and audit.

7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

MIMIMUM QUALIFICATIONS

- Minimum of 5 years post registration Childs Branch Nurse /RSCN
- 3 years of which must be in haematology
- Advanced Nurse Practitioner Degree
- 1st level degree (Nursing related)
- Independent and Supplementary Nurse prescriber (or willing to undertake such training)

DESIRABLE QUALIFICATIONS

Qualified to Masters Level
Established audit and research profile (with evidence of publications, local/national conference presentations)
Evidence of clinical leadership, professional development, policy development and application of evidence based practice.
Can demonstrate skill and dexterity in:
- Knowledge of the complexities and variations in haemophilia, sickle cell disease, thalassaemia and anti coagulant management and related treatment modalities.
- Application of principles of chronic disease management.
- Venepuncture and cannulation skills/ability.
- Small and large group teaching.
- Traditional and interactive teaching techniques.
- Advanced interpersonal/communication skills
- Demonstrate a competence in IT skills including word processing, database man...
- Care and management of the child with a central venous line, e.g. Hickman line and/or Portacath
- The development of educational/health interventions for delivery to children (across a range of developmental staging and abilities) and parents of differing educational backgrounds cultures and abilities.
- Knowledge and training in child protection issues and the rights of the child.
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.

Job title: Advanced Nurse Practitioner - Benign Haematology
Job reference number: 0000046766N
Closing date: 14 April 2017
Vacancy enquiries to: For information specific to the role, contact: Melanie Hutton, 0141 452 4078
Agenda for Change band: Band 7
Salary: £32,013 to £42,205 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.
Hours: 37.50 hours per week
Base: Royal Hospital for Children
Contract type: Permanent
Annual leave: 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.
Superannuation: All employees are automatically enrolled in the Scottish Public Pensions Agency.
Healthcare Support Workers: 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 NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.

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.

Smokefree policy: NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.
Equal opportunities: NHS Greater Glasgow and Clyde is as an equal opportunities employer.
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 nhsggcrecruitment@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 nhsggcrecruitment@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:

NHS Greater Glasgow and Clyde
Recruitment Services
West Glasgow Ambulatory Care Hospital
Dalnair Street
Glasgow
G3 8SJ

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