ADVANCED DIETITIAN - GASTROENTEROLOGY/INFLAMMATORY BOWEL DISEASE

Dietetic
Glasgow Royal Infirmary

Job Reference: 0000046781G
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

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Advanced Dietitian, Gastroenterology / Inflammatory Bowel Disease (IBD)</th>
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<tbody>
<tr>
<td>Responsible To:</td>
<td>Adult Acute Manager, Dietetics</td>
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<tr>
<td>Department:</td>
<td>Adult Acute Dietetic Service</td>
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<tr>
<td>Acute Sector:</td>
<td>Hosted in North Acute Sector</td>
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<tr>
<td>Base:</td>
<td>Glasgow Royal Infirmary</td>
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2. JOB PURPOSE

To be responsible for the Dietetic Clinical and operational leadership to the Acute IBD Gastroenterology Service. The post holder as an expert dietetic practitioner in nutrition support and dietary strategies for the management of IBD will lead in planning, organising and delivery of evidence based nutritional care to patients within this area of responsibility. Providing both expert clinical advice and education for the nutritional management of this patient group to Dietitians, Senior Medical, Nursing and AHP staff.

Through leadership demonstrate an ability to employ investigative practice to evaluate clinical and operational elements of service provision to inform practice improvement and performance. Where appropriate work within uni/multi-disciplinary teams and National Clinical Fora to inform Service developments. Deliver care in accordance with service Standards, National Professional Standards of Practice and the Health Professions Council Standards of Conduct, Performance and Ethics.

Key Roles and Responsibilities

- To be responsible for leading the development of dietetic practice and procedure in the management of Gastroenterology patients / patients with IBD.
- As an Advanced practitioner, takes responsibility for managing their own complex clinical caseload / workload within Acute Gastroenterology.
- Undertake nutritional, clinical and social assessment of patients referred for nutritional management within this speciality.
- To act on analysis of assessment, plan, advise and communicate to patients / carers (lay or professional) on an appropriate treatment / care plan.
- Works within the multi-professional teams to ensure co-ordinated care for patients and carers.
- Lead on the development of treatment / care pathways / systems to monitor, evaluate and interpret the effectiveness of dietetic interventions employed in this complex area of practice.
- Review and analysis of current practice and service provision, identifying areas for research and development.
- In partnership with the Dietetic Practice Development Lead, undertake work based research / audit that will advance/ improve the quality of dietetic care to people within this specialist area of practice.
- Communicate / share outcome of investigative practise to the multi-disciplinary healthcare team and wider Dietetic profession in order to influence practice in the nutritional management of IBD.
- Lead on the development and implementation of experiential training programme for dietetic staff within this specialty and provide clinical supervision.
- Appropriately direct the implementation of national / local, policies / guidelines into practice within the context of the Clinical Team.
- Contributes to the planning, development and implementation of undergraduate and post-graduate education within this specialist area of practice.

3. **ROLE OF DEPARTMENT**

The Adult Acute Dietetic Service provides in and out-patient services to three Clyde Acute Hospitals, (RAH, IRH, VOL) and three Glasgow Adult Acute Hospitals, (QEUH, GRI, GGH) the Beatson West of Scotland Cancer Centre and Glasgow’s two Ambulatory Care Hospitals. The 60 WTE Dietitians work across Surgery, Emergency Care and Medical, Older People and Regional Services and are hosted within Older Peoples Services in the North Acute Sector. The primary focus is to provide safe and effective nutritional care to the Adult Acute hospital population served by NHSGGC.
4. ORGANISATIONAL POSITION

North Acute Sector
Clinical Services Manager, Dietetics

Adult Acute Manager Dietetics, NHSGGC

Practice Development Lead (1.0 WTE)
Practice Placements Lead (0.5 WTE)

Greater Glasgow & Clyde Weight Management Service

Seven Pan Glasgow and Clyde Clinical Teams Serving (Queen Elizabeth University Hosp., Glasgow Royal Infirmary, Gartnavel Hosp. Royal Alexandra Hosp., Inverclyde Royal, Vale of Leven Hosp. and associated hospitals) each with a Dietetic Clinical Team Lead.

Gastroenterology, Respiratory and Cardiology Team 14.8 WTE (Includes this Post)

Surgery & Critical Care Team 9.3 WTE

Rehabilitation Clinical Team 8.8 WTE

Renal Clinical Team 4.8 WTE

Oncology Team 8.6 WTE

Diabetes Team 5.6 WTE

Clyde Team 8.1 WTE

Supported by 3.3 Admin and 9.45 WTE Dietetic Assistants
### 5. SCOPE AND RANGE

**Advanced IBD Gastroenterology Dietitian who has responsibility for:-**

- Leading the review, development and implementation of evidence based guidelines / protocols for the Dietary Management in Inflammatory Bowel Disease (IBD) in the Acute Service.

- Development and Delivery and of a Dietetic Service to Acute Gastroenterology / IBD in-patients and out-patients working with the Gastroenterology Multi-disciplinary team to influence nutritional management.

- Leading the development of dietetic practice and procedure for this specialist clinical area within the Acute Dietetic Gastroenterology Dietetic Team, whilst managing own complex clinical caseload.

- Undertaking nutritional assessment (Medical, Biochemical and Social) of Gastroenterology patients to advise on the appropriate nutritional strategy / provision of Enteral / Parenteral (IV) Nutrition Support.

- Devise individual Nutritional Management Plans to meet patient’s macro and micro nutrient requirements.

- Communicating patient’s individual nutritional prescription / requirements to the multi-disciplinary gastroenterology team.

- Clinical supervision and experiential training of Band 6 / 5 Dietitians working in this speciality.

- Identifying areas of audit and research within area of clinical responsibilities. Supporting and undertaking investigative practise in agreed priority areas.

- Evaluate and report / present audit outcomes at meetings, national conference and where appropriate prepare results for peer review journals.

- Supervisor and assessor for under-graduate and post-graduate Dietetic Students on Practice Placement – up to six student weeks per year.
## 6. MAIN DUTIES AND RESPONSIBILITIES

### Clinical:
- Nutritionally (Dietary, Medical, Biochemical, Social) assess patients referred for nutritional management within this speciality, analysing and interpreting assessment to inform nutritional plan of care.

- Advise, educate and counsel patients / carers (lay or professional) on an appropriate nutritional care plan based on best evidence and outcome of nutritional assessment.

- Monitor and evaluate the effectiveness of therapeutic dietary interventions employed against outcomes and modify the care plan as required.

- Interpretation of nutritional information to inform and advise medical staff on patient’s nutritional management plan / prescription.

- Audit and collate datasets from this speciality to evaluate and inform best practice for the nutritional management of IBD.

- Manages identified patient caseload, effectively, efficiently and safely.

- Ensure the safe and timely transfer or discharge of patients from a dietetic episode of care.

- Act as a source of advice and support, to dietetic and medical colleagues throughout Greater Glasgow and Clyde and out-with the service on nutritional strategies employed in IBD.

- Contribute as a member of the multi-disciplinary team by attending team meetings and/or case conferences and complying with multi-disciplinary discharge policy.

### Professional:
- Remain current in terms of HCPC registration and professional organisation’s guidelines and standards of proficiency and practice.

- Interpret national clinical, professional and organisational standards that impact on the clinical management of this specialised area of practice and make recommendations for changes to clinical practise.

- Lead in the development and implementation of standards, procedures and guidelines relating to progression of dietetic practise within the scope and range of this post.

- Understanding and awareness of the ethical and legal implications associated with dietetic interventions, acting accordingly and contributing to discussion in the multi-disciplinary team.

- Identifying and engaging in CPD activities that will enhance aspects of Service
and meet Health and Care Professions Council (HCPC) requirements, demonstrating this at performance appraisal (e-KSF) and contributing to the Professional Development Plan of self and colleagues.

- Identify and initiate audit and/or investigation to permit evaluation of dietetic practice thereby contributing to the Service’s clinical effectiveness programme and ensuring practice is based on current evidence.

- Contribute and participate in the delivery of the Service’s clinical governance programme.

- Ensure all patient activity data is current, accurately documented and in accordance with professional and Service standards.

**Educational:**

- To develop and implement an experiential training programme for dietetic staff within the dietetic gastroenterology team.

- Participate in the planning, development, assessment and supervision of undergraduate and postgraduate dietetic students on practice placement programmes.

- Develop appropriate educational resources and use in the education and counselling of patients and their carers, utilising the principles of the Patient, Public Involvement agenda.

- Contribute to the planning, development and delivery of the Service’s formal education programme for healthcare staff.

**Managerial:**

- Prioritise own workload with patient related activities and professional demands, reviewing as necessary with line manager.

- Collect analyse and interpret activity data for the management and evaluation of the Dietetic Gastroenterology Service.

- Review and communicate recommendations for any change or service development in this specialist area of practice, to line manager.

- Inform PDP and performance appraisal of Specialist Band 6 Gastroenterology Dietitians.

- Participate in the recruitment, selection and induction process for dietetic appointments within Gastroenterology.

- Responsible for leading assessment of clinical risk within this specialist area of practice to inform and maintain the Service Risk Register.
- Consider the impact of any staff absence or personnel issues that may impact on the effective operational management of the dietetic service communicating planned actions to line manager.

- Contribute to the development of the Dietetic Service through the Clinical Team Effective Practice Forum.

### 7. SYSTEMS AND EQUIPMENT

<table>
<thead>
<tr>
<th>Equipment/System</th>
<th>Use/Purpose</th>
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<tbody>
<tr>
<td><strong>IT:</strong></td>
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<tr>
<td>• Computers</td>
<td>• Data Collection &amp; Analysis (Trakcare, Clinical Portal, Excel)</td>
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<tr>
<td></td>
<td>• Nutritional Analysis Software Packages</td>
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<td></td>
<td>• Correspondence, report writing (Word)</td>
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<td></td>
<td>• Presentation Development (Powerpoint)</td>
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<td></td>
<td>• Internet for accessing clinical information</td>
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<td>• Email for internal/external communication</td>
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<td></td>
<td>• Dietetic Electronic Patient Record – to record full details of assessment, treatment and follow-up and/or discharge.</td>
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<tr>
<td><strong>Audio – Visual</strong></td>
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<tr>
<td>• Webex, Video Conference</td>
<td>• Presentations, education and training for Patients / carers and health care staff.</td>
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<tr>
<td><strong>Telecommunications:</strong></td>
<td>• Internal and external communication</td>
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<tr>
<td>(telephone, fax, paging system)</td>
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<tr>
<td><strong>Nutritional Assessment and Support Equipment:</strong></td>
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<tr>
<td>• Scales</td>
<td>• Weighing patients</td>
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<td>• Stadiometer</td>
<td>• Measuring heights</td>
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<tr>
<td>• Skin fold Callipers</td>
<td>• Measurement of body fat stores</td>
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<tr>
<td>• Enteral Feeding Pumps and Systems</td>
<td>• Administration of Nutritional Support</td>
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<tr>
<td><strong>Administration:</strong></td>
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<tr>
<td>• Patient Electronic Record</td>
<td>• Recording dietetic intervention</td>
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<tr>
<td>• Medical Notes/Nursing Notes/Car Plans</td>
<td>• Source of patient/clinical information and communication of treatment</td>
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<tr>
<td>• Written Dietary Information Resources</td>
<td>• Patient Education Tool</td>
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<tr>
<td>• Statistic proforma</td>
<td>• To record patient contact</td>
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<tr>
<td>• Referral and discharge documentation</td>
<td>• To inform other health care professionals for ongoing care</td>
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8. DECISIONS AND JUDGEMENTS

The post holder will be fully accountable for providing the appropriate dietetic intervention monitoring and follow-up of their patients, with guidance if required from peers or Consultant in administrative charge and be fully responsible for prioritising, managing and following up their own clinical caseload. This highly skilled, autonomous practitioner will make clinical, operational judgements and decisions relating to evidence based patient care in their area of clinical speciality. In the absence of evidence use clinical judgement based on best practice.

The post-holder is charged with monitoring capacity and capability of staff within the clinical speciality such that CPD recommendations can be made. They are responsible for effective caseload management such that it conforms with the Service’s clinical governance framework.

9. COMMUNICATIONS AND RELATIONSHIPS

- Receive, communicate and evaluate complex / sensitive medical, social, biochemical and behavioural information. Apply a high level of interpersonal and counselling skills to facilitate patients’ and carers understanding of dietetic intervention and recognise physical, emotional, cultural and educational barriers to change and respond to this employing a high level of negotiation, motivational and counselling skills.

- Working through interpreters for language translation and to communicate to patients with physical disabilities e.g. deaf, blind.

- Effectively network with healthcare professionals and multi-disciplinary teams within the Adult Acute Division and NHSGGC, Health and Social Care Partnerships and external agencies such that it will contribute to the quality of patient care.

- Will require to use counselling skills with patients, families and carers to achieve prescribed dietary goals for chronic and /or terminal conditions.

- Present the findings of audit / investigative work undertaken at a local and national level.

- Use information technology to assist in achieving the main duties and responsibilities of the post.

- Communication of Clinical Developments within the speciality that has implications for Dietetic Service Provision to line manager.

- Collaborates with peers to ensure the effective delivery of patient care e.g. clinical effectiveness forums, Managed Clinical Networks, Professional Specialist Interest Groups.
10. PHYSICAL DEMANDS OF JOB
This practitioner will spend the majority of time moving between clinical areas and may be required to manoeuvre patients to undertake anthropometric measurements i.e. weights.
Key board skills to obtain clinical information and to complete dietetic electronic patient record.
Daily light physical activity.

11. MOST CHALLENGING / DIFFICULT PARTS OF JOB

- To use problem solving skills to effect evidence based changes in nutritional management and care, for patients and carers of varying health literacy and social circumstances.

- Development of clinical leadership skills to a level that will allow the post holder to influence clinical strategies within their defined area.

- Developing appropriate strategies to meet the emotional demands of highly sensitive issues pertaining to patient care which is inherent in working with the acutely ill or those with life long chronic disease.

- Unpredictable caseload and as a result prioritising direct clinical and indirect clinical demands.

- Sensitiveely dealing and managing conflict within the multi-professional team.

- Responsible for own caseload working autonomously as an expert practitioner in a uni and multi-disciplinary team setting.
## 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

<table>
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<tr>
<th>FACTOR</th>
<th>ESSENTIAL</th>
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<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>BSc Human Nutrition &amp; Dietetics or PGD / MSc Dietetics</td>
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<tr>
<td></td>
<td>Registered Dietitian (Health and Care Professions Council)</td>
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<td>Membership of the British Dietetic Association</td>
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<tr>
<td><strong>Training</strong></td>
<td>MSc or equivalent record of CPD relevant to job title.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Normally 6 years post qualification experience.</td>
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<td>- Held a relative Specialist Senior position for $\geq$ 3 years.</td>
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<td>- Audit / Research experience and evidence of peer recognition.</td>
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<td>- Acted in a clinical supervisory capacity.</td>
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<td>- Development and delivery of teaching and learning programmes at post-graduate level.</td>
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<td></td>
<td>- Providing leadership at a clinical, operational and project level.</td>
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<td></td>
<td>- Multi Disciplinary Team working.</td>
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<tr>
<td><strong>Knowledge &amp; Skills</strong></td>
<td>• Audit and research / improvement methodology skills</td>
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<td></td>
<td>• Motivational Counselling and Clinical Supervision.</td>
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<td></td>
<td>• Appreciate the range of nutritional assessment methodologies that can be used to assess and monitor patients.</td>
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<td>• Demonstrate clinical effective practice through ability to synthesis and analyse clinical and theoretical information.</td>
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<td></td>
<td>• Ability to plan, prioritise and organise clinical and operational systems.</td>
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<td>• Excellent communication (verbal and written), negotiation, influencing and networking skills.</td>
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<td></td>
<td>• PC literate in the use of Word, Excel and Powerpoint.</td>
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<tr>
<td><strong>Work Style</strong></td>
<td>Enquiring, Initiative</td>
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<td></td>
<td>Flexible, Participative, Consultative and Collaborative</td>
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<tr>
<td><strong>Disposition</strong></td>
<td>Confidence to deal with all grades of staff and disciplines</td>
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<td></td>
<td>Team player with leadership qualities</td>
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<td></td>
<td>Questioning</td>
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<td></td>
<td>Reasoning</td>
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<tr>
<td></td>
<td>Seeks solutions not problems</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.

Job title: Advanced Dietitian - Gastroenterology/Inflammatory Bowel Disease

Job reference number: 0000046781G

Closing date: 14 April 2017

Vacancy enquiries to: For information specific to the role, contact: Lindsay McKechnie, 0141 451 6238

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: Glasgow Royal Infirmary

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](http://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