HEART FAILURE
ADVANCED NURSE
PRACTITIONER
Heart Failure Nursing Service
West Ambulatory Care Hospital

Job Reference: 0000046818N
Closing Date: 21 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

## 1. JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Heart Failure Advanced Nurse Practitioner</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Heart Failure ANP Service</td>
</tr>
<tr>
<td></td>
<td>Emergency Care &amp; Medical Specialties Directorate, Cardiology</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Lead Nurse Heart Failure Service</td>
</tr>
<tr>
<td>Grade:</td>
<td>Band 7</td>
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</table>

## 2. JOB PURPOSE

The Heart Failure ANP works as an autonomous practitioner in managing patients with chronic heart failure. The main aims of the job are to: optimise evidence based pharmacological and non pharmacological treatments; provide education to patients and carers; reduce hospital readmissions; facilitate improved and quicker safe discharge planning, improve quality of life; facilitate palliative care; provide education to nursing colleagues and other professions, at both local and national level.
3. ORGANISATIONAL POSITION

HON Emergency Care & Medical Specialties Directorate

Cardiology Service Manager

Lead Nurse
Heart Failure ANP Service

HFANPColleagues

This post

Clerical Support A&C

4. SCOPE AND RANGE

The Heart Failure ANP will; -

- Receive and assess all referrals to ensure they meet the inclusion criteria for the service (6-8 referrals can be received each week)
- Arrange initial follow-up at home or at clinic to plan and initiate the complex package of care required for patients with heart failure who often have other existing complex medical conditions
- Formulate a management plan to optimise pharmacological therapy, using locally agreed guidelines
- Arrange subsequent follow up at home or at clinic based on individual patient need, which varies widely from one patient to another
- Communicate and liaise with patient and other healthcare professionals, such as general practitioner, consultant, physician, on matters relating to patient care and changes in the management plan
- Advise changes/recommendations in treatment to patient/carer/general practitioner timeously by telephone and or letter
- Discharge from service, clinically stable patients and those on optimal tolerated therapy
5. MAIN DUTIES/RESPONSIBILITIES

Clinical:
- Work autonomously in all clinical settings, home based and clinic, providing specialist assessment and management of the patient with heart failure
- Be accountable for all decisions made independently, whilst using agreed guidelines and where guidelines do not exist
- Assess clinical status; using clinical examination and history taking skills to formulate individualised, evidence based pharmacological and non-pharmacological management plans
- Plan and initiate complex management plans, care packages and treatments to patients with heart failure and other significant co morbidities
- Assess, plan, implement and evaluate nursing care of the heart failure patient within own home or at nurse led clinic
- Utilise and interpret locally agreed guidelines to adjust and titrate patients’ pharmacological therapy
- Utilise highly specialist knowledge, clinical examination and assessment skills to facilitate clinical decision-making and to influence and direct changes in the patients’ pharmacological management
- Order and interpret cardiac investigations and explain the results and significance to the patient
- Act as patient advocate and empower patients to be actively involved in decisions regarding their management
- Utilise audit data to influence practice and develop service
- Apply local policies and strategies agreed by implementation steering groups and managed clinical networks
- Reduce risk of exposure to bodily fluids/blood borne viruses/infection by adherence to safe practice as outlined in the Division’s policy

Professional:
- Participate in activities aimed at professional, self-development
- Actively participate in team meetings using this forum for peer clinical supervision
- Provide peer group support and clinical supervision whenever required
- Ensure practice is up to date and in keeping with current evidence base
- Participate in reviewing, evaluating and updating service guidelines, protocols and documentation - operational plans, medical and nursing guidelines, team policy manual

Education and research:
- Provide evidence based education and information to patients and carers regarding heart failure management and symptom control
- Provide patients and carers with information and support regarding lifestyle modification, health promotion
- Provide evidence based education and training to a wide variety of healthcare professional, both within primary and secondary care, and at local and national levels
• Actively involved in local and national meetings to share expert knowledge
• Participate in appropriate research, which would improve the service or benefit the client group in accordance with the organisation’s clinical governance policy
• Apply specialist theoretical courses and highly developed specialist knowledge to underpin clinical practice, further endorsing autonomous working (Nurse Prescribing/Heart Failure Training Programme/Clinical Assessment)

**Organisational and Managerial**

• Prioritise caseload according to clinical stability of patients, taking account of unpredictable nature of caseload
• Provide home, telephone or clinic based consultation according to patient need, again taking account of unpredictable demands
• Undertake administrative duties relating to arranging follow up appointments, writing and faxing letters to general practitioner, and other healthcare professionals and organisations where required
• Direct and supervise clerical staff in their duties and ensure site-specific training requirements are met

**Communication:**

• Effectively communicate all changes in management to the patient/carer where appropriate, and to the general practitioner, by telephone and letter
• Be available by mobile phone or pager continuously throughout working day.
• Ensure appropriate, timely referral to other agencies, allied professions, with patients consent
• Develop excellent communications and working relations with multi-disciplinary team

(See Appendix 1 Competencies specific to post)

### 6. SYSTEMS AND EQUIPMENT

**SYSTEMS:**

• The main communication system for the heart failure ANP service is an access database called ‘Athena’. This has been specifically written for healthcare professionals involved in the management of patients with chronic heart failure. Patients recruited to the service are entered on the database. Data collection
includes: demographics, relevant past medical history, current medication, patient contacts, admissions, blood results. The database generates a comprehensive letter detailing any changes to the patient’s condition and any medication changes, this is then sent by fax to the patient’s general practitioner and hospital case notes following a home visit or clinic visit with the heart failure nurse specialist. Quarterly and yearly audit figures are retrieved from this database

- Heart Failure ANP Service patient file: hard copy file used during home visit or clinic appointment, stored securely at site
- Patient held record, ‘My Heart Book’: Kept by patient, used as an educational and information tool, also used as reference point, updated during visits where required.
- Site specific hospital systems for accessing laboratory results/ordering tests/checking appointments, and checking admissions/discharges
- Expenses forms – completed monthly in relation to car use/mileage
- Duty rota – completed monthly, submitted to coordinator
- ISD figures – completion of monthly activity, number of visits/clinic/new patients seen, submitted to coordinator
- Audit figures – quarterly figures collated and sent to audit department
- Argyll system, - part of lone working policy, used to log time of visits/monitor staff whereabouts and safety
- IT system – use of Word, Access, email, PowerPoint, in addition to database.
- Yahoo – group wide email system
- Faxes – to general practitioner following each patient contact

EQUIPMENT:
- Phlebotomy equipment: - needles/syringes/vacutainers for obtaining blood samples
- Sharps boxes – for safe disposal of needles used in patient’s home or at clinic
- Stethoscope – used during clinical examination for listening to heart sounds, chest auscultation, and blood pressure
- Sphygmomanometer – for measuring blood pressure
- Weighing scales - provided to patients for daily weight monitoring
- Mobile phone and pager – to ensure ease of access to patients and healthcare professionals throughout working day

All of these items carried in and out of houses during each visit

7. DECISIONS AND JUDGEMENTS

- Works autonomously, providing highly specialist assessment advice and management for patients with heart failure
- Independently prioritises own caseload according to patient need, this can be unpredictable, particularly when there is clinical deterioration
- Uses sound clinical judgement in deciding when to consult with general practitioner or consultant, regarding patient’s management that is out with guidelines
- Interprets blood results, and their significance in relation to pharmacological treatment
- Titrates pharmacological treatment according to clinical findings, including blood results
• Assesses patients/carers level of knowledge and understanding relating to diagnosis and prognosis
• Will raise and discuss sensitive and difficult issues surrounding diagnosis, prognosis and end of life care
• Initiates referrals to palliative teams where appropriate
• Initiates/arranges hospital admission where there is clinical deterioration
• Intense periods of concentration required when driving to maintain personal safety and to locate new addresses

8. COMMUNICATIONS AND RELATIONSHIPS

• Communicate at level appropriate to patient/carers/significant others
• Use a high level of communication skills to discuss distressing diagnosis and prognosis issues with the patient and relatives. Provide ongoing counselling to support patients and relatives during the terminal phase of their illness
• Effectively communicate a heart failure management plan to patients, carers and other health care professionals. Use motivational and persuasive techniques in difficult circumstances or where major lifestyle changes are required
• Work in close proximity to one colleague at site, not part of a large team on day to day basis, effective communication to colleague essential to maintain continuity of care to all patients
• Close liaison with medical staff at consultant and general practitioner level, ability to communicate at that level, clearly and assertively is essential
• Liaison with other team members and service coordinator on a regular basis
• Participate in effective induction of new staff by adopting an educational and supportive role
• Optmise clerical resource by effective and appropriate delegation of administrative tasks
• Provide presentations and specialist training to a wide variety of healthcare professionals within primary and secondary care and within a higher education environment
• Foster good relationships and communicate with wide range of disciplines e.g. nursing and medical colleagues in primary and secondary care, clerical team, outreach teams, social services, palliative care team, clinical effectiveness facilitator (audit), heart support groups and voluntary organisations, medical and nursing students, research teams, other heart failure services, National Heart Failure Nurse Forum, cardiology technicians, specialist nurses, dieticians, clinical chemistry, pharmacists, physiotherapists, occupational therapists, interpreters, porters, domestic staff, medical physics, estates, secretarial staff, equipment resource team, IT personnel
• Strive to develop new links between heart failure service and new areas and professionals to continually develop and improve quality of patient care

EMOTIONAL DEMANDS OF THE JOB

• Short or long term relationship with chronically sick patients, and their carers
• Dealing on a daily basis with patients or carers who have specific emotional or psychological issues
• Frequently dealing with dying patients, end of life care, palliative care
• Sudden death of patients with whom a relationship has been established
• Structuring discharge of clinically stable patients who become dependent upon service
• Managing challenging behaviour when it occurs from either patient and/or carers
MENTAL DEMANDS OF THE JOB
- Frequent intense periods of concentration required when making adjustments to pharmacological therapy and ensuring accuracy when communicating these adjustments to patients/carers, general practitioners and cardiologists
- Intense concentration at all times required when typing letters to general practitioner etc
- Frequent interruptions during course of working day, from patients and colleagues, having to be constantly available via mobile phone

9. PHYSICAL DEMANDS OF THE JOB
- Home visits up to 6-8 per day
- Clinic visits numbers variable depending on patient need
- Phlebotomy up to 8-10 per day, responsible for safe delivery of blood specimens to laboratory
- Car driving/concentration required. Several journeys throughout day to complete home visits up to 25 miles per day
- Carrying equipment from base to car to each visit, may have to negotiate several flights of stairs, unable to park nearby
- Long periods of time spent sitting – driving or at computer, intense concentration and accuracy required for both
- Home visits occasionally performed in cramped or unclean conditions, undesirable environments

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB
- Managing patients who are unresponsive to medical therapy, e.g. on optimal doses, and continue to deteriorate often to a palliative or end of life stage of care, or who are non compliant with either pharmacological or non pharmacological issues
- Clinical decision making within the autonomous role of the specialist nurse. Being patient advocate, when general practitioner/consultant unreceptive to proposed change in management
- Managing an unpredictable caseload, having to regularly re-prioritise visits/needs of patients whilst maintaining high standards of care during periods of high demand, with limited resources
- Ensuring own professional development by participating in courses and study whilst continuing to meet the demands of the job

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB
- 5 years post registration RGN
- 2 years recent cardiology experience
- Experience of autonomous working
- Excellent communication skills
- Proven ability working in multidisciplinary teams
- Relevant post basic certificate and/or degree
- Specific training in heart failure management
- Clinical assessment skills
- Pharmacological knowledge
- Venepuncture
- Basic life support skills
- Driving licence
- Ability to map read
- IT skills
- Knowledge of NHS Greater Glasgow & Clyde policies/procedures/research/audit
### PERSON SPECIFICATION

**Job Title:** Heart Failure Clinical Nurse Specialist  
**Department:** Emergency Care and Medical Specialties Directorate, Cardiology  
**Location:** Heart Failure ANP Service, City Wide

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td>Five years post registration</td>
<td>Community experience</td>
</tr>
<tr>
<td></td>
<td>2 years recent cardiology experience</td>
<td></td>
</tr>
<tr>
<td><strong>QUALIFICATIONS/ TRAINING</strong></td>
<td>1\textsuperscript{st} level registration.</td>
<td>Relevant post basic certificate</td>
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<tr>
<td></td>
<td>Relevant first degree or working towards</td>
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<tr>
<td><strong>RESEARCH PUBLICATIONS</strong></td>
<td></td>
<td>Evidence of participation in recent research and/or publications</td>
</tr>
<tr>
<td><strong>KNOWLEDGE &amp; SKILLS</strong></td>
<td>Ability to demonstrate competencies outlined in job description</td>
<td>Independent/Supplementary Nurse Prescriber or prepared to undertake course</td>
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<tr>
<td></td>
<td>High level of interpersonal skills</td>
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<tr>
<td></td>
<td>Ability to work on own initiative and as part of a team</td>
<td>Has an understanding of role in regard to clinical governance issues</td>
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<td></td>
<td>Ability to prioritise and organise caseload</td>
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<td></td>
<td>Able to demonstrate good teaching skills</td>
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<td></td>
<td>Evidence of continued personal development</td>
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<td></td>
<td>Comprehensive IT skills</td>
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<td></td>
<td>Good level of understanding of health care service delivery and management</td>
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<tr>
<td></td>
<td>Working knowledge of audit and research in clinical settings</td>
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<tr>
<td><strong>OTHER</strong></td>
<td>Full driving licence</td>
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</tbody>
</table>
The post holder is 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.
## 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.

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<thead>
<tr>
<th>Job title</th>
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<tr>
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<td>0000046818N</td>
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<tr>
<td>Closing date</td>
<td>21 April 2017</td>
</tr>
<tr>
<td>Vacancy enquiries to</td>
<td>For information specific to the role, contact:</td>
</tr>
<tr>
<td></td>
<td>John Carson, 0141 211 1261</td>
</tr>
<tr>
<td>Agenda for Change band:</td>
<td>Band 7</td>
</tr>
<tr>
<td>Salary</td>
<td>£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.</td>
</tr>
<tr>
<td>Hours</td>
<td>14.00 hours per week</td>
</tr>
<tr>
<td>Base</td>
<td>West Ambulatory Care Hospital</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent</td>
</tr>
<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 it the <a href="#">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="#">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>
</tr>
<tr>
<td>Smokefree policy</td>
<td>NHS Greater Glasgow and Clyde operates a <a href="#">smokefree policy</a> on all premises and grounds.</td>
</tr>
<tr>
<td>Equal opportunities</td>
<td>NHS Greater Glasgow and Clyde is as an <a href="#">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 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](http://www.nhsggc.org.uk).

If you want to know more about the NHS Scotland, visit [www.show.scot.nhs.uk](http://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