SPECIALIST OCCUPATIONAL THERAPIST - COMMUNITY MENTAL HEALTH TEAM
Goldenhill Mental Health Resource Centre

Job Reference: 0000048950G
Closing Date: 29 September 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 £3.337 billion per year. It serves a population of 1.14 million people and employs 39,286 staff.

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
- Agenda for Change pay bands and points
- 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

**JOB TITLE:** Specialist Occupational Therapist

## JOB DETAILS

1. **PURPOSE AND DIMENSIONS:**
   
   To be an independent expert practitioner managing a variety of conditions which are often complex and challenging and provide a specialist occupational therapy clinical lead within a designated area. This will involve specialist assessment, treatment and evaluation on the efficacy of service user care, both individually and in groups. Standardised clinical tools will be utilised where the postholder has identified their appropriateness using specialist knowledge. The postholder will provide specialist professional advice to other disciplines, carers and agencies. The postholder will be required to engage with the wider multi-disciplinary team and to work across agencies to deliver packages of care in the role of occupational therapist and/or keyworker and/or care manager including mental health assessments. The postholder will contribute to the evaluation and development of the occupational therapy service within their designated area with reference to clinical governance, clinical effectiveness and national policies and drivers. This will require the postholder to lead on departmental and team projects.

   The postholder will be responsible for the day to day management of junior staff as part of supervision systems, including clinical workload and supervision of under and post graduate pre registration students as required. The postholder will also be involved in the education of other staff and agencies.

   The postholder is responsible for further development of skills and knowledge through participation in grade specific training and their own CPD.

   The postholder is responsible to the Occupational Therapy Team Leader and Operational Manager. Under the direction of the Occupational Therapy Team Leader and in partnership with the Operational Manager, the postholder will operationally lead a small team of staff.
2. ROLE OF DEPARTMENT

Occupational Therapy staff in mental health services work in multi-disciplinary teams to provide specialist and generic services which enables service users to achieve health, well-being and optimum function. Service users participate in graded treatment, thus limiting the impact of physical health and mental health problems on ability to function independently.

Occupational therapy assessments are utilised within the team and by external agencies to identify the person’s functional ability and provide a baseline on which levels of support may be required/identified to maintain a level of independence in a variety of living environments.
3. ORGANISATIONAL POSITION

4. SCOPE AND RANGE

- Manage a specialist caseload of service users with complex needs in a multi-disciplinary team using evidence based/client centred principles to assess, plan, implement and evaluate interventions.
- Provide specialist advice on therapeutic interventions to service users, carers, other disciplines and agencies.
- Provide leadership of junior staff through supervision and appraisal systems.
- Develop and evaluate occupational therapy services within a multi-disciplinary and professional team, holding responsibility for delegated projects.
- Contribute to the maintenance and development of the occupational therapy service with reference to clinical governance, clinical effectiveness and national policy and guidelines.
- Function as an integral member of a senior team, participating in the implementation of delegated local service developments.
- Regularly supervise occupational therapy students on practice placement.

5. TASKS, DUTIES AND RESPONSIBILITIES:
Clinical:

- Work within integrated Adult CMHT within multi-agency structure.
- Independently manage a caseload of complex cases taking on the role of care manager/key worker as required.
- Act independently to assess occupational needs of a defined client group utilising highly specialist skills to assess, implement, grade and evaluate appropriate treatment programmes, whilst incorporating risk assessment to maximise functional independence and rehabilitation potential.
- Act independently to assess individual service users to determine their need for occupational therapy intervention through client-centred practice.
- Work collaboratively with service users to identify goals as part of the overall care plan using specialist/standardised assessment tools.
- Act independently in prioritising service user needs to ensure individual service users receive intervention timeously and appropriately.
- Formulate a broad range of complex programmes of care, which require adjustment and modification dependent on need.
- Contribute to the diagnosis of conditions.
- Act as a highly specialist clinical resource for the Occupational Therapy Service regarding the specialist area, to optimise available clinical care.
- Work as member of a team to ensure effective communication and delivery of care.
- Maintain service user documentation, records and accurate statistical information to reflect care provided and meets professional standards, including computerised systems.
- Communicate with and make recommendations to, all relevant disciplines of staff to maximise service user care and promote multi-disciplinary working.
- Attend and report to relevant clinical reviews and case conferences ensuring effective communication and co-ordination of service user care.
- Take part in duty rota as first contact for service users, carers, other professionals and the general public.
- Contribute to the development and implementation of local profession specific and multi-disciplinary policies and guidelines based on a constantly evolving service.
- Apply national guidelines/legislation relating to health and social care in health service provision.

Managerial:

- Co-ordinate and manage the day to day activities of junior staff, delegating appropriately to maximise efficiency and achieve desired quality of care.
- Act up in the absence of a more senior member of staff e.g. NTL or Lead OT
- Adapt service provision according to staff resources available e.g. unexpected staff absence, incorporating re-allocation of tasks.
- Undertake the clinical and professional supervision and appraisal of staff and students to promote professional, personal and service developments.
- Plan and co-ordinate specialist service within the multi-disciplinary area, through efficient workload management of the team and adjustment of service provision to meet changing priorities, to maximise patient care and
efficient use of resources.
- Plan, implement, evaluate and audit policy and service developments within specialist area to ensure effective service delivery.
- Participate in clinical effectiveness and other activities to support the Occupational Therapy service healthcare governance agenda.
- Ensure the Health and Safety Policy is adhered to in designated area of responsibility, to maintain a safe working environment for service users and staff.
- In designated area ensure financial procedures are carried out in accordance with the organisation’s Standing Financial Instructions, promoting efficient use of Departmental funds and resources including petty cash.
- Be responsible for the care, maintenance, issue and stock control of equipment within the specialist area.
- Assist the Professional Lead Occupational Therapist/ Lead Occupational Therapist in recruitment and selection processes ensuring appropriate appointments to the service and retention of staff.
- Comply with organisational policies.
- Exercise good personal time management.
- Communicate information within the local OT team and the wider OT forum.

**Education and Research:**

- Update and expand clinical knowledge to develop clinical skills and ensure the delivery of evidence based care.
- Coach and support staff within the team to promote their professional development and clinical care.
- Lead and co-ordinate Occupational Therapy In-Service Training in order to promote the professional development of the team.
- Educate Multi-disciplinary Team Members, Managers, healthcare governance staff and others through formal presentations, team meetings and job shadowing, to promote knowledge of occupational therapy to enhance service user care.
- Promote and participate in student education ensuring quality placements within designated area.
- Undertake research and/or audit projects relevant to occupational therapy and/or service area, disseminating findings at a local level and where appropriate to the wider profession through publications and/or conferences.

**Professional:**

- Report professionally to the Lead Occupational Therapist
- Comply with Health and Care Professions Council Standards of Proficiency.
- Comply with College of Occupational Therapists Code of Ethics and Professional Conduct, national and local policies and procedures.
- Provide advice to O.T. Staff within specialist area in order to ensure quality service provision.
- Respect the individuality, values, cultural and religious diversity of service users and contribute to the provision of a service sensitive to these needs.
- Demonstrate the ability to reflect on ethical issues and to provide guidance to junior staff.
- Apply highly specialist skills and knowledge in order to demonstrate professional competence and fitness to practice as a Specialist Occupational Therapist.
- Reflect and critically appraise own performance.
- Contribute to the multi-disciplinary team clinical governance arrangements and quality agenda including the monitoring of professional standards.
- Regularly supervise and appraise Occupational Therapy Students on practice placements.

6. EQUIPMENT AND MACHINERY

- Use specialist knowledge of equipment, adaptations and assessments of clinical risk.
- Assess and educate clients on correct use of equipment to maintain/or restore service users level of function, where competence is assured.
- Liaise with other specialist teams on the provision of specialist adaptations/equipment.
- Use a range of specialist adaptive equipment within the therapeutic area, or service user’s home, as part of assessment/treatment.

Activities of Daily Living Equipment (ADL):

- Full range of kitchen equipment.

Equipment and Machinery:
- Small aids.
- Walking trolleys, Vari height tables.
- Feeding and drinking aids.
- Toileting and bathing/showering equipment.
- Toilet seats, combined seat and frame, toilet adaptations.
- Dressing aids.
- Transfer equipment.

Assessment Equipment:
- Standardised and non-standardised assessments, Occupational Therapy and generic.
Patient's Home/Community Working:

- Bath Lifts.
- Transfer equipment.
- Toileting/bathing equipment.
- Full range of ADL/kitchen equipment.
- Knowledge of adaptations e.g. ramps.
- Sports equipment/facilities.

Clinical Equipment:

- Height adjustable and electrically operated hospital beds.
- Hoists/monkey poles/sliding sheets.
- Wheelchairs including toilet/commode and shower chairs.
- Lifts.

Information Technology e.g.:

- PC.
- Printer/photocopier/fax.
- Telecare.

Other equipment and machinery as required

7. SYSTEMS:

- Ensure that up to date written and electronic records and activity data are maintained in accordance with professional, partnership and local multidisciplinary standards and provide specialist OT reports relevant to the practice setting.
- Be responsible for administrative tasks such as stock maintenance, advising on resources, petty cash management or overseeing these tasks when delegated to others.
- Collate and provide information for monthly and annual reports.
- Monitor and audit compliance with guidelines e.g. Therapeutic Kitchen Guidelines and Non Clinical Sharps Policy.
- Access and make effective use of information systems.
- With the multi-disciplinary team contribute to operational policy, both implementation and monitoring.
- Access EQUIPU or other agreed provider to order equipment and adaptations for service user care.
8. DECISIONS AND JUDGEMENTS:
- Function as an independent specialist practitioner and supervisor within multi agency teams and within complex clinical settings, accountable for own professional actions.
- Plan and prioritise own clinical and managerial workload and delegate work to others.
- Comply with the COT code of Ethics and professional code of conduct and national/local policies and procedures.
- Comply with HCPC regulations.
- Contribute to the planning and implementation of operational policy and lead on service development within the team.
- Participate in the delivery and development of the OT service.
- Apply national guidelines/legislation relating to health and social care service provision.
- Manage the day to day activities of junior staff, delegating tasks appropriately to meet the development needs of the individual and the clinical area.
- Make professional judgements regarding the performance of others and take appropriate action.
- Use advanced clinical reasoning skills based on specialist knowledge/expertise with regard to service users, including assessment of clinical risk.
- Respond to duty calls and prioritise interventions for service users with complex health and social needs in very vulnerable situations.
- Be involved in judgements relating to service users abilities to be maintained in communities involving Mental Health Care and Treatment 2003 Scotland Act and other legislation.
- Liaise with children and families services in relation to child protection issues.
- With guidance from Lead Occupational Therapist provide effective support, guidance, supervision, appraisal and leadership for junior staff, ensuring that performance is monitored effectively.
- Through discussion at the MDT meeting, contribute to the review of the ongoing effectiveness of the service provided and initiate changes as required.
- Be involved in the recruitment process for junior occupational therapy staff and other posts within the multi-disciplinary team and across agencies as directed by the Lead Occupational Therapist.
- Communicate information within the local OT team and the wider OT forum.
- Organise and supervise the workload of junior staff, where applicable.
- Advise OT senior management on local need.
- Be responsible for and/or ensure the maintenance of stock, advising on resources to carry out the job including the responsible management of petty cash.
- Act up in the absence of a more senior member of staff.
- Manage waiting lists where necessary, incorporating judgmental skills, prioritising resources to meet service demands.
- Decide when it is appropriate to seek guidance from senior staff.
- Through interpretation of organisational policies, use initiative and experience to develop occupational therapy within own specialist area.
- To decide on appropriate clinical care, discharge and follow-up of service users.
9. COMMUNICATIONS AND RELATIONSHIPS

- Receive and communicate complex and sensitive information in a form understandable to people with mental health problems and their carer's.
- Relate empathetically to service users including those with complex needs.
- Build a therapeutic relationship with someone who is difficult to engage and is acutely unwell through the use of appropriate communication styles.
- Work therapeutically with service users who have communication issues e.g. dysphasia, deafness.
- Communicate with service users and carers who may not use English as a first language.
- Demonstrate effective communication skills with service users, carers, team members, occupational therapy colleagues and other agencies to provide support and reassurance following diagnosis and information regarding prognosis.
- Produce written occupational therapy reports for other professions and agencies and to contribute to multidisciplinary records.
- Explain and gain consent to/from the service user for the sharing of information across agencies and their participation in OT intervention.
- Establish robust communication networks with service users, carers and other health and social care workers and agencies including independent and voluntary sector.
- Promote and develop awareness of the role of OT within the team and facilitate effective working relationships.
- With support from OT Team Leader, be involved in the negotiation of local OT priorities within multi-disciplinary teams where appropriate.
- Using specialist knowledge, inform the multidisciplinary team regarding the best use of the OT resources and direct the effective implementation of these recommendations in close liaison with OT Team Leader.
- Ensure that up to date written and electronic records and activity data are maintained in accordance with professional and division standards.
- Share information, negotiate care packages and provide guidance on input required for service users across agencies and with carers.
- Take an active role in MDT and inter-agency clinical and business meeting providing advice on Occupational Therapy input/involvement.
- Take an active role within the MDT using interpersonal skills in establishing and maintaining relationships through day-to-day team building, promoting staff morale.
- Be aware of potential conflict issues within and between agencies and liaise with OT Team Leader and/or wider multidisciplinary team re resolution and support for staff.
- Utilise sound presentations skills to communicate a wider understanding of key topics.
- Use effective interpersonal skills and advanced concentration levels to be receptive to verbal and non-verbal communication.
## 10. Physical, Mental and Emotional Demands of the Job

Frequency may vary according to clinical speciality

| Physical Skills: | ▪ Physical ability (with or without adaptation) to manage in clinical area e.g. community, groups, wards and service users home.  
▪ Moving and handling of service users. This includes assisting service users of varying levels of dependence with transfers in a variety of environments e.g., confined, cluttered and awkward areas.  
▪ Significant element of walking, climbing stairs, standing and working within confined and awkward spaces on a daily basis.  
▪ Ability to co-operate with others in relation to therapeutic moving and handling (co-ordination, timing, positioning).  
▪ Frequent use of keyboard and IT equipment. |
| Physical Effort: | ▪ Therapeutic moving and handling.  
▪ Transportation of equipment between Joint Equipment Store, Occupational Therapy Department and service user’s home.  
▪ Fitting of equipment – moving, positioning, use of tools (e.g. screw driver, Allen key).  
▪ Carrying equipment up and down stairs.  
▪ Pushing patients in wheelchairs.  
▪ Service user transfers outwith hospital e.g. in ambulance, car, taxi, or in service user’s home where assistance is limited.  
▪ Assisting service users with personal activities of daily living – dressing, feeding, bathing, toileting.  
▪ Frequent car driving. |
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<tr>
<th>Mental Demands:</th>
<th>Detailed knowledge of physical and mental health conditions encountered.</th>
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<tr>
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<td>Relating theory to practice.</td>
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<td>Complex problem solving – understanding of cause and effect.</td>
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<td>Teaching service users about conditions.</td>
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<td>Teaching strategies to overcome illness or disability.</td>
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<td>Teaching use of equipment or adaptations.</td>
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<td>Prioritising workload, responding to unpredictable demands.</td>
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<td>Time management and ability to organise self and others.</td>
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<td>Lone working.</td>
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<td>Achieving balance between clinical and managerial responsibilities.</td>
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<td>Ensuring practice is up-to-date and evidence based.</td>
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<td>Negotiation skills.</td>
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<td>Acting as advisor/ mentor.</td>
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<td>Prolonged concentration for long periods e.g. patient interventions,</td>
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<td>documentation, meetings.</td>
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<td>Coping with complex and challenging behaviour.</td>
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<td>Presentation of verbal/written cases.</td>
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<td>Emotional Demands:</td>
<td>Maintaining empathetic approach.</td>
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<td>Dealing with people who engage in risk taking behaviour e.g. self harm,</td>
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<td>self neglect, substance misuse.</td>
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<td>Dealing directly with people with behavioural problems.</td>
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<td>Dealing directly with aggressive behaviour.</td>
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<td>Dealing directly with addiction related problems.</td>
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<td>Dealing directly with people with long term conditions.</td>
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<td>Dealing directly with people with complex family dynamics.</td>
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<td>Dealing directly with terminally ill service users.</td>
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<td>Dealing with abusive service users and/or carers.</td>
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<td>Environments which are unsafe and unpredictable within an area which</td>
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<td>is known to have high risk areas and potential for needle stick injury.</td>
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<td>Responding to changes in the service user’s condition- this requires</td>
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<td>being alert in order to undertake a high standard of clinical reasoning</td>
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<td>involving constant reassessment of clinical management.</td>
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<td>Working Conditions:</td>
<td>Exposure to unpleasant working conditions e.g. bodily fluids,</td>
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<td>unpleasant smells, unhygienic conditions,</td>
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infection e.g. MRSA.
- Required to work in environments which could be unsafe/unpredictable in an area which is known to have high risk areas and potential for needle stick injury.
- Lone working.
- Smokey atmospheres.
- Verbal aggression and/or physical aggression.
- Inclement weather conditions.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB:

- Need to adapt to the variable and unpredictable demands of both clinical and managerial workload; in addition to developing and supporting the needs of a small team.
- Need to undertake a mentally and physically demanding job, at times in unpredictable environments, while at the same time taking care to safeguard own health and safety as well as that of colleagues and service users.
- Maintain and continually develop clinical knowledge.
- Maintaining professional identity within the MDT and acquiring the ability to negotiate the balance of generic and specific OT work, given local priorities and pressures.
- Supervises junior staff and supports the OT Team Leader with performance management tasks.
- Balancing carer’s expectations and needs with those of the service user.
- Having the responsibility to assess clinical risk, complex needs, deal with challenging situations and cope with the emotional demands of these.
- Managing staff pressure associated with delegation when staff resources are restricted.
- Ensure a client-centred approach within an environment which is driven by multi-agency policies which are often conflicting.
- Communication across a variety of agencies at a variety of levels to negotiate and influence from an OT perspective.
- Engaging with a population who live with long-term conditions and have complex needs.
- Devising rehabilitation programmes which, in themselves, may be complex or require integration into complex care plans.
- Education of service users in safe use of environment.
- Unpredictability of environments and service users and ensuring personal safety.
- Maintaining concentration on service users and family distress and ability to manage this utilising support networks.
### 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB:

**Essential**
- Diploma/Degree in Occupational Therapy.
- Registered with the HCPC.
- Must hold or gain a practice education qualification.
- Up to date mandatory and statutory training record e.g. Fire, Moving and Handling.
- Proven specialist skills and knowledge in relation to OT in mental health gained through a range of short specialist course and experience gained through working in multi disciplinary or multi agency teams.
- Demonstrate highly developed communication observation assessment and risk management skills.
- Must be able to work independently and set own clinical priorities relevant to mental health services.
- Must have documented evidence of continuous professional development relevant to their area of practice and grade.
- Specialist evidence based knowledge of OT assessments, interventions and outcome measures.
- Knowledge of models of practice and transferable skills associated with OT which reflects training in both physical and mental health conditions.
- Detailed knowledge of relevant health and social care legislation and its application in clinical areas.
- Able to independently establish effective networks across services and agencies.
- Ability to organise and respond efficiently to complex information.
- Basic leadership skills and ability to lead a small OT team including supervision and performance issues.
- Experience of participation in audit.
- Knowledge and application of clinical governance.
- Knowledge of a range of adaptive equipment and its use.
- Basic computer literacy and working knowledge of IT systems.

**Desirable**
- Membership of British Association of Occupational Therapists.
- Ability to analyse professional and ethical issues and respond appropriately.
- Critical analysis skills related to applying research findings within specialist clinical area.
- Experience of participation in research.
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: Specialist Occupational Therapist - Community Mental Health Team

Job reference number: 0000048950G

Closing date: 29 September 2017

Vacancy enquiries to: For information specific to the role, contact: Elizabeth Davidson, 01389 812070

Agenda for Change band: Band 6

Salary: Please refer to Agenda for Change Payscale on the following page. All values are 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: Goldenhill Mental Health Resource Centre

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.
### Agenda for Change pay bands and points

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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](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