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
1. JOB IDENTIFICATION

**Job Title:** Clinical Embryologist  
**Band:** 7  
**Responsible to:** Lead Clinical Embryologist and Consultant Clinical Embryologist  
**Department:** Assisted Conception Service  
**Directorate:** Women’s & Children’s Health

2. JOB PURPOSE

The Clinical Embryologist provides embryology and andrology services for the assessment and treatment of infertility including: in vitro fertilisation (IVF), intracytoplasmic sperm injection (ICSI), and other micromanipulation techniques, preimplantation genetic diagnosis (PGD), gamete donation, sperm cryopreservation & surgical sperm retrieval, all within the regulations defined by the Human Fertilisation & Embryology Authority.

3. ROLE OF DEPARTMENT

The Assisted Conception Service (ACS) at Glasgow Royal Infirmary was established in 1984 and provides a comprehensive range of infertility treatment for all Health Boards in the West of Scotland. In addition, self-funding patients can be treated through the Reproductive Medicine Unit of the University of Glasgow. The ACS facilities were part of a major refurbishment programme in 2014 which increased the overall capacity of the ACS, and provides state of the art laboratory equipment and clinical procedures to achieve the highest standard of fertility service to all patients.

The service is Consultant-led and the Consultant Embryologist is responsible for the running and development of the scientific service. The Unit is licensed by the Human Fertilisation and Embryology Authority (HFEA) and provides semen analysis, surgical sperm retrieval (SSR), sperm cryopreservation, ovulation induction, intrauterine insemination (IUI), in vitro fertilisation (IVF), intracytoplasmic sperm injection (ICSI), embryo cryopreservation, donor insemination, oocyte donation, oocyte cryopreservation, and preimplantation genetic diagnosis (PGD). In 2015, the ACS laboratory carried out approximately 1600 semen analyses, approximately 1100 cycles of IVF/ICSI, 300 frozen thawed embryo transfers and 300 IUIs with both partner’s and donor sperm. The Unit obtained an HFEA licence for clinical PGD in 2001 and was awarded National Service Division funding to provide a Scotland wide PGD service in April 2005.
5. SCOPE AND RANGE

The Clinical Embryologist works as part of the scientific team and supports the Lead Clinical Embryologist and Consultant Embryologist in providing a high standard of laboratory service. In addition to laboratory duties, the post holder has day to day responsibility for a specific area of work e.g. quality control, liaison and reporting within the PGD programme, unit transfer of gametes and embryos, or andrology services.

The post holder is expected to provide weekend cover for the embryology and andrology laboratories on a rotational basis and is expected to apply appropriate scientific knowledge, skill and expertise at the required professional level for the provision of a high quality service to patients. The Clinical Embryologist operates within a multi-disciplinary team including Consultant Gynaecologists, Nursing, and Counselling and Administrative staff.

The Clinical Embryologist has a role in supervision and training of junior embryologists and in assisting the Consultant Embryologist and Lead Clinical Embryologist in developing laboratory policies and maintaining high standards through regular review of Standard Operational Procedures.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Clinical Embryology

- To perform laboratory duties including:
  - Analysis of semen samples and assessment of their suitability for assisted conception
  - Preparation of fresh and cryopreserved semen for IVF, ICSI and IUI using discontinuous gradient or washing techniques as appropriate
  - Assessment, preparation and cryopreservation of epididymal and testicular biopsied sperm
  - Preparation, assessment and injection of oocytes using ICSI
  - Handling and manipulation of oocytes and embryos to facilitate assessment of fertilisation, early cleavage and blastocyst development
  - Assessment of fertilisation and embryo development
  - Selection of embryos for embryo transfer and cryopreservation of supernumerary embryos
  - Cryopreservation of oocytes
  - Reconstitution of frozen oocytes and embryos during subsequent natural or stimulated cycles
  - Communication with patients about aspects of their treatment including fertilisation results and embryo survival after thaws. This may include giving bad news and arranging follow up with clinical staff
  - Cryopreservation of sperm prior to cancer treatment
  - Completion and computation of records in accordance with the Human Fertilisation and Embryology Authority requirements
  - Consultation with medical and nursing staff during assessment of ongoing and past treatment cycles
  - Embryo biopsy and spreading
o Attend urology theatre for surgical sperm retrieval
o Preparation and cryopreservation of surgically retrieved sperm

Other Duties and Responsibilities

- To perform all duties in accordance with the Human Fertilisation and Embryology Act (1990) and the Code of Practice issued by the Human Fertilisation and Embryology Authority and Association of Clinical Embryologists
- To perform all duties effectively and to the highest possible standard, with meticulous attention to detail
- To take part in the rota of duties, including on-call and weekend work, and to work flexibly to perform tasks as and when necessary including ‘out of normal working hours’
- To ensure that appropriate written consent is obtained for all embryology and research procedures
- To inform patients of the progress of their treatment, including the number of eggs which have fertilised normally and the outcome of thaw procedures
- To counsel patients regarding implications of treatment options to ensure accurate information is given and informed choices made
- To give embryology and scientific advice to clinical colleagues as required
- To collect accurate and complete data for laboratory procedures and to critically analyse and audit laboratory performance
- To participate in daily meetings and weekly review meetings as required
- To support the Lead and Consultant Clinical Embryologist in the ongoing training and professional development of junior scientific staff
- To participate in a recognised Professional Development scheme such as that operated by the Association of Clinical Embryologists
- To perform required administrative duties associated with the efficient running of the scientific service

7a. EQUIPMENT AND MACHINERY

Laboratory Equipment
- Incubators – controlling pH, temperature and humidity
- Independent monitoring equipment for incubators (gas analysers and thermocouples)
- Safety cabinets – providing sterile environment for embryo culture
- Temperature control units for microscopes, bench-tops and safety cabinets – various models
- Microscopes – stereo, inverted and compound
- Micromanipulation equipment for ICSI and embryo biopsy
- Laser equipment – used to ‘drill’ holes in the outer coating of embryos during PGD (fitted to microscope and under computer control)
- Controlled rate freezers – programmable freezers which use liquid nitrogen to cryopreserve gametes and embryos
- Alarm and autodial equipment fitted to dewars containing cryopreserved gametes and embryos
- Oxygen monitors for areas where liquid nitrogen is used
- Liquid nitrogen storage vessels
- Gas regulator equipment and changeover units
- Cameras – still and video
- Embryo manipulation equipment – specialised hand held units
- Pipetting devices – various
- Heat sealing equipment - used during preparation for cryopreservation

**Computer Equipment and Programmes**
- Computers and printers
- Specialist commercial database for all aspects of treatment, embryology and outcomes
- Access and Dbase programmes
- Specialist image analysis software for embryology

### 7b. SYSTEMS

The post holder should adhere to the regulations set out in HFEA code of practice (8th Edition) and all professional guidelines set out by the Association of Clinical Embryologists.

The post holder should adhere to all local polices as defined by NHS Greater Glasgow & Clyde.

### 8. DECISIONS AND JUDGEMENTS

The daily organisation of the job is determined by clinical workload. The Clinical Embryologist must prioritise and organise his/her work to meet the needs of the Department. This includes the need to work flexibly and to perform tasks as and when necessary including ‘out of normal working hours’ and weekends.

**Typical Judgements**
- To suggest changes to patient treatment to offer the highest chance of successful treatment
- Selection of embryos for embryo transfer and cryopreservation
- Reorganising junior staff duties in the event of unexpected workload pressures

### 9. COMMUNICATIONS AND RELATIONSHIPS

The post holder works as part of a multi-disciplinary team within the Assisted Conception Service.

On a daily basis there are scheduled meetings to discuss patients undergoing treatment; embryology, medical, and nursing staff participate. A weekly review of patients who have completed treatment has additional input from administration staff. Ad hoc discussions regarding individual patients are conducted by telephone.
The post holder is expected to play a part in in-house teaching, information and research presentations.

All embryology staff have daily contact with patients, both in person and by telephone. Embryologists are responsible for:

- informing patients how many eggs have successfully fertilised after IVF and ICSI treatments
- giving the results of hormone assays and arranging subsequent tests
- telling patients when, and how many embryos will be thawed during frozen / thawed cycles
- informing patients how many embryos have survived thawing
- discussing embryo development, day of embryo transfer and number of embryos to be transferred
- informing patients whether embryos are suitable for cryopreservation or must be discarded
- making appointments for patients to produce semen samples

The above tasks may involve giving bad news, for example, all eggs have failed to fertilise or embryos did not survive the freezing and thawing process. The embryologist must give this information sensitively and ensure that distressed patients have understood the information given.

Dealing with men and adolescents who have recently been diagnosed with cancer can be very emotionally demanding, especially when their illness results in failure to produce a semen sample with the potential to allow them to have a family in the future.

Embryologists liaise with:

- the Urology department, theatre and ward prior to surgical sperm retrieval
- hospital trades and external maintenance contractors
- other Licensed Centres to organise the transfer of cryopreserved sperm and embryos

10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Clinical embryology is a highly specialised profession requiring prolonged periods of intense concentration and the precise manipulation of gametes and embryos, in a controlled environment, using microscopes and micromanipulation equipment. Tasks include:

- the identification and movement of eggs during the retrieval procedure
- preparation of semen samples
- removal of cells from eggs prior to ICSI and before fertilisation assessments
- performing ICSI – selection and immobilisation of a single sperm, correct orientation of an egg and injection of the sperm into the egg. The time taken for this process is dependent on the number of eggs and sperm quality.
- performing embryo biopsy – this is a highly skilled procedure involving use of a laser to remove a single cell from an embryo for diagnosis of specific genetic conditions. This involves intense periods of concentration
where an error could result in lysis of the entire embryo. This in some cases may be a patient’s only chance of a successful normal pregnancy.

- detailed assessments of embryo normality and quality
- processing embryos though a series of solutions during freezing and thawing
- embryo transfer, involving precise synchrony with the clinician performing the procedure
- manipulation of ampoules and straws under liquid nitrogen
- handling hazardous materials e.g. body fluids and liquid nitrogen

### 11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Intellectually – maintaining quality within the IVF programme. Human embryo culture is one of the most sensitive systems in tissue culture and any deterioration may not be identified until a drop in pregnancy rates two to three weeks later.

Emotionally – giving bad news to patients; failure of fertilisation may represent the last chance of having a family

Physically – performing ICSI and embryo biopsy require prolonged periods of mental concentration to ensure minimal chance of damage to patients’ gametes and embryos.

Managerially – increasing workload and regulatory burden without an equivalent increase in personnel.

### 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

A Clinical Embryologist must have:

- A recognised life sciences degree. An MSc or PhD in a related discipline is desirable but not essential
- Be registered, or working towards registration, with the Health and Care Professions Council as a Clinical Scientist (if eligible)
- Previous clinical embryology experience
- ACE Certificate and/or Diploma in Clinical Embryology is preferable
- RCPath Membership is also desired but not essential
- ICSI training +/- biopsy experience preferable
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: Clinical Embryologist - Assisted Conception Service
Job reference number: 0000049158G
Closing date: 20 October 2017
Vacancy enquiries to: For information specific to the role, contact: Joanne Leitch, 141 211 5324
Agenda for Change band: Band 7
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: 30.00 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 an equal opportunities employer.
## Agenda for Change pay bands and points

<table>
<thead>
<tr>
<th>Point</th>
<th>Band 1</th>
<th>Band 2</th>
<th>Band 3</th>
<th>Band 4</th>
<th>Band 5</th>
<th>Band 6</th>
<th>Band 7</th>
<th>Band 8</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Range A</td>
<td>Range B</td>
<td>Range C</td>
<td>Range D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>16,532</td>
<td>16,532</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>16,929</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>17,344</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>17,760</td>
<td>17,760</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>18,295</td>
<td>18,295</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>18,903</td>
<td>18,903</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>19,268</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>19,754</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>20,302</td>
<td>20,302</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>20,727</td>
<td>20,727</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>21,400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>22,083</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>22,313</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>22,440</td>
<td>22,440</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>22,910</td>
<td>22,910</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>23,832</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>24,793</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>25,806</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>26,830</td>
<td>26,830</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>27,911</td>
<td>27,911</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>29,034</td>
<td>29,034</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>29,923</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td>30,967</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td>32,013</td>
<td>32,013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td>33,058</td>
<td>33,058</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td>34,234</td>
<td>34,234</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td>35,933</td>
<td>35,933</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td>36,979</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td>38,155</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td>39,461</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td>40,833</td>
<td>40,833</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td>42,205</td>
<td>42,205</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td>43,903</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td>45,602</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td></td>
<td>47,562</td>
<td>47,562</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td></td>
<td>49,000</td>
<td>49,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td></td>
<td></td>
<td>51,482</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td>54,356</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td></td>
<td>57,232</td>
<td>57,232</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td></td>
<td>58,799</td>
<td>58,799</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43</td>
<td></td>
<td></td>
<td>61,412</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td></td>
<td></td>
<td>64,287</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td></td>
<td></td>
<td>68,599</td>
<td>68,599</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td></td>
<td></td>
<td>70,559</td>
<td>70,559</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td></td>
<td></td>
<td>74,499</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td></td>
<td></td>
<td>77,092</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td></td>
<td></td>
<td>81,011</td>
<td>81,011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
<td></td>
<td>84,332</td>
<td>84,332</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td></td>
<td></td>
<td>89,008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td></td>
<td></td>
<td>93,280</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>53</td>
<td></td>
<td></td>
<td>97,758</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54</td>
<td></td>
<td></td>
<td>102,450</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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