STAFF NURSE - INTERVENTIONAL RADIOLOGY (ROTATIONAL AND ON CALL)
Queen Elizabeth University Hospital

Job Reference: 0000050058N
Closing Date: 6th April 2018

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 IDENTIFICATION

**Job Title:** Registered Nurse

**Department:** Interventional Radiology, Queen Elizabeth University Hospital (rotational post across imaging departments within NHSGGC @ QEUH, GRI & GGH). An out of hours interventional on call service is provided and covers QEUH, GRI & GGH

**Band 5**

**Directorate:** Diagnostic Directorate

**Operating Division:** Acute

**Base Hospital:** Queen Elizabeth University Hospital

### 1. JOB PURPOSE

- To provide nursing care for patients undergoing diagnostic and interventional radiology procedures, fulfilling the role of pre assessment nurse, scrub nurse, circulating nurse and recovery nurse for day case patients, outpatients and in-patients attending for planned and emergency radiology procedures.

- To participate in setting, implementing and monitoring standards of nursing practice in the radiology department.

- To ensure the patient receives continuity of care from admission (transfer) to discharge from department.

- To contribute to the professional development of the multidisciplinary team, other staff and students.

### 2. ORGANISATIONAL POSITION

See attached sheet

### 4. SCOPE AND RANGE

- Provision of nursing care for patients attending for diagnostic and interventional radiology procedures, for day case patients, outpatients, in-patients and emergency transfers from other hospitals.

- Assisting in interventional radiology procedures or interventional radiology room/lab and provision of nursing care in differing imaging modalities: CT, MRI, ultrasound.

- Required to supervise registered and non registered HCWs.
5. MAIN DUTIES/RESPONSIBILITIES

Clinical

- To assess patient needs, plan/implement and evaluate a programme of care which is evidence based utilising all available resources taking into consideration the lifestyle, gender and cultural background and ensure involvement with the patient, family, carers and significant others.

- To be flexible and adaptable within the working day to perform different clinical roles as required in the different clinical areas e.g. pre –assessment, interventional lab/room, observation area, and transferring patients post-procedure.

- To undertake nurse led pre-procedure assessment. This requires consultation/liaison with all grades of medical and nursing ward staff in assessing patients’ condition, reviewing ECG, blood results and clarifying all relevant clinical information. This allows the prioritisation of patient preparation, the order of the procedure list and the early recognition of any areas of compromise.

- To be responsible for the administration of medication (including I.V.sedation under medical supervision) maintaining competence in the skills required performing this effectively; intravenous cannulation, intravenous drug administration and (immediate life support).

- To maintain sterility within in the interventional room or lab by ensuring adherence to aseptic technique guidelines and scrubbing protocol.

- To perform the role of first assistant/scrub nurse to the radiologist during interventional procedures.

- To act as nurse escort when transferring patients post-procedure to recovery / ward/ dept

- Maintain patient records in line with NHSGGC and NMC guidelines for records and record keeping.

- Awareness of budgetary responsibilities.

- Ensure effective day-to-day management of resources including supplies, pharmacy and equipment. Participate in ordering nursing and medical supplies.

- Participate in out of hours on call rota.

- Effective use of staff within their remit.

Responsible to the charge nurse for clinical guidance, professional management, work review and formal appraisal of performance.
- Provide health promotion advice to patients for diagnostic and interventional procedures and liaise with ward nursing and medical staff regarding pre and post-procedural care.

- Knowledge of contrast reactions and the skills to manage these appropriately.

**Professional:**

- Practice within the legal & Ethical framework as established by Nursing Midwifery Council (NMC) and National Legislation to ensure patient interests and well being are met.

- Work within the National Health Service (NHS), NHS Greater Glasgow and Health & Safety Executive (HSE) Legislation, Policy, Guidelines and Procedures.

- Empower patients to take responsibility for their health, well being and future lifestyle by practising in an open transparent and inclusive manner, ensuring patients have the relevant information to participate in decisions about their care.

- Act as a specialist resource to ward nursing staff and medical staff regarding radiology procedures.

**Education and Research/Audit:**

- Contribute to the provision of an appropriate learning environment in line with NES Quality Placement Standards.

- Complete clinical appraisal of pre registration nurses (following completion of mentorship training).

- Train and mentor any member of the multidisciplinary team in cannulation and administration of IV contrast.

- Participate in performance appraisal in line with policy, and encourage other staff to meet their PDP objectives.

- Demonstrate own professional development and contribute to multidisciplinary education through in house presentation/discussion.

- Assist other staff to identify training and development needs.

- To participate in audit and on going evaluation of the radiology service as required.

- To utilise departmental policies / protocols / standards to improve service delivery.

**Organisational/Managerial:**
6. SYSTEMS AND EQUIPMENT

- Organise own time and that of junior staff and learners.
- Ensure effective day-to-day management of other resources including stores supplies pharmacy and maintenance of equipment.
- Use and maintain personal protective equipment and understand its purpose i.e. lead aprons, goggles, and thyroid shields.
- Must be computer literate in order to maintain patient records, use Learn pro and use any other computer systems/applications used in the delivery of patient care/service delivery.
- Must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.
- Responsible for in-putting information into the radiology information technology system (CRIS) for patients attending for diagnostic and interventional procedures where required and also into patients written records throughout the day. Obtaining and interpreting blood results from Trakcare/Clinical Portal/ Q-Pulse. Comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records.
- Process and retrieve patient data via electronic clinical systems e.g clinical portal Trakcare.
- Competent in the use of monitoring equipment, ie vital signs, infusion pumps and devices, blood glucose monitor.
- Ability to operate highly technical interventional equipment including radio frequency tumour ablation machine, dual monitoring of intra arterial pressures and medical gases is mandatory.
- Ability to maximise the use of information technology to benefit personal development and patient care.

7. DECISIONS AND JUDGEMENTS
- Uses own initiative and acts independently within the bounds of existing knowledge and skills.
  - To organise distribution of staff, equipment and patient transfer arrangements when an emergency arises within own department.
  - Initiate appropriate procedures when a breach of policy occurs.
  - Has access to a supervisor either in the department or through on-call arrangements.
  - Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner.
  - Exercises the ability to challenge any interaction, which fails to deliver a quality service to external and internal clients.
  - Performance is monitored on an ongoing basis and is appraised annually.
  - Participates in discussion about proposed policy, protocol or service changes, that will impact on own area of work and may impact on other disciplines within radiology.

8. COMMUNICATIONS AND RELATIONSHIPS

- Engage in effective communication with staff, patients, relatives and visitors, giving and receiving information concerning patients' history. This can involve sensitive issues where the nurse will require utilising persuasive, empathic and reassurance skills whilst overcoming barriers to understanding, which may include patients who have suffered a stroke and are aphasic.
  - Effective verbal and written communication with all members of the multidisciplinary team within own department and with other departments and referring specialties, clinics and wards.
  - Consultation and liaison with medical staff, radiographers and nurses with regards to patients' changing condition.
  - Be able to deal with challenging behaviour, support patients’ with learning disabilities and breaking bad news.
  - Provides support, empathy and reassurance in the delivery of patient care.
  - Contribute to a supportive environment in the interest of staff morale.

9. PHYSICAL DEMANDS OF THE JOB

- Wear a lead jacket/skirt/coat for long periods of time (20 hours / week).
  - Moving and handling of patients utilising hoists and transferring patients from the operating table to bed/trolley.
  - Moving and handling of patients around equipment in a confined space due to constraints of radiology equipment and environment. Daily: ongoing throughout the shift.
o Walk / stand for most of the shift (85%)

o Direct exposure to body fluids / therapeutic products and foul linen on a daily basis.

o Assist with or undertake EPP in defined areas therefore requiring appropriate Occupational Health Screening and clearance.

o Frequent, prolonged periods of concentration required (1-4 hours) with a high level of accuracy, dexterity, co-ordination and sensation required for precise assembly, preparation and manipulation of fine guide-wires and catheters used in interventional radiology procedures (often < 2mm in diameter).

o Safe use of medical devices when assisting with invasive procedures

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

- To perform mentally challenging tasks whilst being constantly interrupted by outside influences such as other staff members, relatives and the phone.
- Achieving a balance between the demands of direct patient care within existing resources.
- Participating in an out of hours on call service
- Dealing with verbally abusive patients, staff and members of the public, and occasionally with physically aggressive patients.
- Communicating with and supporting distressed, anxious / worried relatives / patients / colleagues, daily, throughout the shift.
- To travel to other hospitals in NHSGGC and out of hours when on-call.
- To respond to an unpredictable working pattern due to the provision of an OOH on call service performing unscheduled procedures and resulting compensatory rest.

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

- First/Second Level Registered Nurse.
- Completion of directorate competency based programme for registered nurses
- Completion of training and competence in AL2, intravenous cannulation, intravenous drug administration.
- Knowledge of aseptic techniques.
- Ability to fulfil criteria outlined in the job description

**Desirable**
minimum of one year post registration experience in a similar clinical environment i.e. acute surgical/medical, day surgery or theatre
Radiology Nursing Structure

Head of Nursing
Regional Services
(professional report)

General Manager

Assistant
General Manager

Lead Nurse

Senior Charge
Nurse Band 7

Charge Nurse
Band 6

Registered Nurse
Band 5 (this post)
## 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>
<th>Staff Nurse - Interventional Radiology (Rotational and On Call)</th>
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<tbody>
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<td>Job reference number</td>
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<tr>
<td>Closing date</td>
<td>6th April 2018</td>
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<td>Vacancy enquiries to</td>
<td>For information specific to the role, contact: Shona McKechnie, 0141 452 3583</td>
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<td>Agenda for Change band</td>
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<td>Salary</td>
<td>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.</td>
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<td>Hours</td>
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<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>
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<td>Superannuation</td>
<td>All employees are automatically enrolled it the <a href="#">Scottish Public Pensions Agency</a>.</td>
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<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>
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<td>Smokefree policy</td>
<td>NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.</td>
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<td>Equal opportunities</td>
<td>NHS Greater Glasgow and Clyde is as an equal opportunities employer.</td>
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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.

If you want to know more about the NHS Scotland, visit www.show.scot.nhs.uk.

If you are successful in your application to join us, you will be working within one of our Acute, Primary and Community Care Services. These services are in turn supported by a range of Corporate Service functions including Administration, eHealth, Finance, Human Resources, Public Health, Corporate Planning, Facilities and Estates.
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