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:  Clinical Scientist, Nuclear Medicine, South Glasgow & Clyde.

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<th>JOB DETAILS</th>
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<td>Department: Department of Clinical Physics</td>
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<td>Directorate: Diagnostics</td>
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<td>Division: South &amp; Clyde</td>
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<th>JOB PURPOSE AND DIMENSIONS</th>
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Job Purpose
The post holder
1. is responsible for day to day scientific management of the nuclear medicine service provided at a hospital site / section(s) in South Glasgow & Clyde
2. deputises for the Consultant Clinical Scientists in charge of Nuclear Medicine / neuroSPECT
3. provides expert scientific support to the highly specialised Nuclear Medicine / neuroSPECT services within South Glasgow & Clyde.
4. interprets and reports highly complex and specialist patient diagnostic procedures
5. teaches and trains staff and students up to doctoral and consultant level
6. ensures that any work carried out (own workload and while deputising) complies with relevant statutory requirements, including the hazardous and highly regulated area of ionising radiation

Dimensions
1. Nuclear Medicine services are provided at the hospitals in South Glasgow (Queen Elizabeth University Hospital (QEUH), Institute of Neurological Sciences (INS) and Victoria Hospital (VH)) and Clyde (Royal Alexandra Hospital, Inverclyde Royal Hospital) (involving sixteen staff (scientific, technical, assistant, A&C) with over 10,000 patient procedures performed annually.
2. Over 40 diagnostic and therapeutic procedures are performed. These comprise all stages from the point of referral through to the interpretation of procedures (imaging & non-imaging) and reporting. Diagnostic procedures include bone scans for staging in cancer, brain scans for the investigation of movement disorders and dementia, heart imaging tests for the diagnosis and management of angina and myocardial infarction, urea breath tests for the investigation of dyspepsia and bone densitometry measurements used in the diagnosis and treatment of osteoporosis. Therapeutic procedures include treatment of thyrotoxicosis (overactive thyroid).
3. Highly specialist imaging, scientific and computer equipment is used and facilities
- Modern SPECT-CT cameras (including diagnostic CT capability) and non-imaging facilities.
- Radionuclide therapy facilities
- Dual-energy bone densitometry (DEXA) and bone CT systems
- Dedicated NeuroSPECT scanner

4. Nuclear Medicine Services are provided to the South Glasgow & Clyde catchment area. Some diagnostic tests are provided as direct-referral procedures to general practitioners in South Glasgow as part of Greater Glasgow initiatives. NeuroSPECT serves clinicians throughout the West of Scotland, with some patients referred nationally.

5. Research and development projects are undertaken with other hospital staff groups (e.g. consultant medical doctors), academic institutions (e.g. Glasgow University) and commercial organisations.

6. Teaching and training is provided, up to doctoral and consultant level, to scientific, technical and medical staff and students.

7. As an independent practitioner the post holder develops, interprets and reports the highly complex and specialist diagnostic procedures and fulfils a number of regulatory roles under the complex legislation governing ionising radiation.
ORGANISATIONAL POSITION

Consultant Clinical Scientist
Head of Nuclear Medicine Services, South Glasgow & Clyde

Clinical Scientist (8A) [This Post]    Consultant Clinical Scientist (8B)

Clinical Scientists
Nuclear Medicine / neuroSPECT & Bone Density Services, South & Clyde

Line Management
Day to Day Scientific Management
Supervisory Management

MAIN TASKS, DUTIES AND RESPONSIBILITIES

The post holder:

Management:
1. Takes a lead role in the scientific management of the Nuclear Medicine / neuroSPECT service in South Glasgow & Clyde.
2. Acts as site / section(s) lead clinical scientist with responsibility for day to day scientific management of the Nuclear Medicine service provision. This includes advising and assisting technologist staff.
3. Supervision of junior Clinical Scientists.
4. Provides expert input to developing, implementing and monitoring plans and strategies for the Nuclear Medicine / neuroSPECT services and provides informed and expert opinion to clinical colleagues and hospital management for wider service developments e.g. those involving other directorates.
5. Has responsibilities for interpreting and implementing legislation, policies and guidelines in order to provide a safe, high quality Nuclear Medicine / neuroSPECT service. This includes the highly regulated area of radiation protection (staff, public, patients) where the post holder is immediately responsible for ensuring that the Nuclear Medicine
service at sites / sections where the post holder is lead comply with specialist pieces of legislation including:
   a. Radioactive Substances Act (RSA) 1993
   b. Ionising Radiations Regulations (IRR) 2017
   c. Ionising Radiations (Medical Exposures) Regulations (IR(ME)R) 2018
6. Participates in directorate, hospital and NHSGG committees (e.g. Divisional Health and Safety) that formulate policies and strategies.

7. Has responsibilities for issues related to Clinical Governance in order to ensure the delivery of an effective service in a safe environment e.g. oversees audits and quality assurance programs.
8. Plays a lead role in project managing acceptance testing of new equipment and software.
9. Ensures that equipment, including CT and DXA, is functioning correctly and advises on appropriate maintenance.
10. Acts as authorised signatory for payments. Also, has responsibility for research project budgets.
11. Has responsibilities for ensuring that expensive radiopharmaceuticals are ordered and utilised effectively.
12. Act as an investigator for incidents, identifying appropriate remedial action and learning outcomes.
13. Plays a lead role in the management of health and safety in the department, including staff training needs.
14. Contribute to Emergency Response / Major Incident Plan for Radioactive Materials. In the event of a major incident involving radioactive material, QEUH is a designated site for radiation casualties
15. Has responsibilities for monitoring and evaluating current scientific and clinical literature to determine when new procedures should be implemented or existing protocols changed, including responsibility for change processes.
16. Responsible for the production and maintenance of controlled documents such as standard operating procedures and risk assessments.
17. Deputises for the senior Scientific staff during periods of absence.

Clinical:
18. Has a day to day responsibility for providing the highly specialist diagnostic and therapeutic Nuclear Medicine / neuroSPECT service in South Glasgow & Clyde.
19. Interprets and reports the full range of highly complex and highly specialist patient diagnostic procedures:
   a. imaging procedures are reported in conjunction with medical consultant staff.
   b. non-imaging procedures are reported independently
20. Provides highly specialist advice on the use of diagnostic tests & therapies, follow-up investigations and outcomes.
21. Perform independent clinical judgements e.g. act as IR(ME)R 2018 Practitioner and determine when SPECT-CT procedures are justified.
22. Assesses referrals for diagnostic Nuclear Medicine procedures and takes responsibility for authorisation, as appropriate, under IR(ME)R Regulations 2018.
23. Provides advice on Nuclear Medicine procedures to referring clinicians and discusses issues with them.
24. Formulates instructions on radiation protection for patients, relatives, carers & staff. As therapeutic administrations involve large amounts of radioactive material, instructions are tailored for individual patients.
25. Administers radioactive materials to patients for therapeutic purposes, as required.
27. Participates in local and national groups producing professional guidance as required

Scientific/technical:
28. Has a responsibility for providing and directing the highly specialist scientific / technical Nuclear Medicine / neuroSPECT service.
29. Has a responsibility in specifying, selecting, procuring, evaluating and implementing new technologies, equipment and software to optimise the effectiveness of diagnosis and treatment.
30. Has a responsibility for identifying requirements for bespoke software for the analysis of patient data and designing software systems for the nuclear medicine service (using languages such as C, Python). This includes adapting and designing software information systems, including macro development and programming, to meet specifications, such as development of analysis software (including high level language and database programming). Checks on software developed by others is also required.
31. Has responsibilities for managing the large network of nuclear medicine imaging workstations and other computing equipment.
32. Determines and applies appropriate analytical methods in order to identify and resolve complex problems with a requirement for accuracy and precision e.g. statistical analysis techniques to be used for the interpretation of clinical and research data and images, investigate reasons for unusual patient images or equipment malfunction and implement the best course of action.
33. Acts as sector wide duty Clinical Scientist on a rota basis.
34. Performs the following expert regulatory roles:
   b. Act as Radiation Protection Supervisor as required under IRR 2017.
   c. Ensures statutory records required by relevant radiation legislation (e.g. RSA 1993) are complete and up to date.
35. Has responsibilities for quality assurance and calibrations of highly complex equipment.
36. Liaise with and organise service engineers as required, including the investigation of difficult, non-reproducible equipment problems.
37. Provides expert advice on the risks associated with levels of exposure to ionising radiations.
38. Provide local support for computer systems such as Radiology Information System.

**Training, Education:**
39. Directly responsible for supervising and providing formal teaching and training for staff (scientific, technical, nursing, medical) and students (under- and post-graduate) up to doctoral and consultant level (e.g. MSc Clinical Physics)
40. Provides training and supervision of scientific staff working towards State Registration.
41. Contributes to the continuing professional development of professional staff within the Nuclear Medicine / neuroSPECT service

**Research and Development:**
42. Leads and implements scientific research projects to international standards.
43. Provides expert scientific input to research projects led by medical colleagues.
44. Produces papers on research & development work for publication in medical & scientific literature.
45. Presents highly complex research & development work at national & international conferences.
46. Performs research project supervision to MSc level.
47. Contribute to planning and overseeing research projects for more junior scientists.
48. Writes the scientific aspects of new protocols to be implemented in the service.

**Professional:**
49. Fulfils CPD requirements to maintain State Registration with the Clinical Science Board of the Health Care Professions Council.
50. As required, participates in national professional committees and working parties producing professional guidance (e.g. Institute of Physics & Engineering in Medicine).

Post holder will respond to calls for work outside normal hours (e.g. when required to cover emergency or delayed patients).

**EQUIPMENT AND MACHINERY**
The post holder must be an expert in the principles and use of a range of specialised imaging, scientific and computerised equipment. The equipment is used in a diverse range of diagnostic and therapeutic procedures involving radioactive substances and pharmaceuticals and includes:

- Radionuclide Imaging Systems (SPECT-CT and neuroSPECT).
- Bone Mineral Densitometry (DXA) system and Bone pQCT system.
- Tomographic and cardiac gating systems.
- Whole Body Monitor.
- Image acquisition workstations.
- Image processing workstations.
- Technegas and Kr generators for production of radioactive gas for ventilation imaging.
- Beta and gamma counters for accurate analysis of radioactive blood and urine.
samples and exhaled breath.

i. Radioactivity dose calibrators for accurate and safe dispensing of radioactive pharmaceuticals for imaging, non-imaging tests and therapy.

j. Contamination monitors and survey instruments for ensuring safety of the working environment.

k. Dose-rate meters for assessment of radiation levels and assuring a safe environment.

l. 25-30 different radio-pharmaceuticals for intravenous administration.

m. Short and long-lived test radioactive sources for quality assurance procedures.

n. Safety cabinets for handling radioactive materials and prevention of infection.

o. Protective equipment e.g. lead shielding and syringe shields.

p. Personal computers for general administration and documentation.

SYSTEMS

The post holder must be expert in the use of complex scientific and imaging software and must be skilled in interacting rapidly and accurately with electronic information systems and databases. They must be aware of and comply with the Data Protection Act, CNORIS, Caldicott Guidelines and local policies regarding confidentiality and access to patient records.

Systems and software used on a daily basis to analyse and manipulate patient images, generate scientific measurements, access clinical information, maintain patient databases, carry out statistical analysis and aid continuing professional development include:

a. Imaging system workstations, including all Image Acquisition, Analysis and Quality Assurance packages.

b. Dedicated image analysis techniques (such as Statistical Parametric Mapping).

c. Automatic counting system software

d. Radiology Information System (CRIS)

e. Hospital Information System (HIS)

f. Picture archiving and communication systems (PACS)

g. Departmental Excel databases for patient and radiation data

h. All Microsoft Office software for generation of letters, tables, data, reports and presentations

i. The Internet, Intranet, e-mail and e-library

DECISIONS AND JUDGEMENTS

The post holder will

1. Deputise for senior Clinical Scientists during periods of annual, study and sickness leave and during other absences from the department.

2. Work autonomously or in cooperation with medical colleagues to interpret and report highly specialist and highly complex patient diagnostic studies.

3. Advise on the use of diagnostic tests & therapies, follow-up investigations and outcomes and make potentially contentious decisions on the suitability of patients for procedures involving the administration of radioactive materials.

4. Contribute to setting the strategic direction of the service by maintaining knowledge of national and international policies and guidelines and implementing appropriate action.

5. Make informed and expert decisions in order to satisfy relevant statutory requirements and minimise staff and patient radiation doses. Judgements (occasionally contentious)
will be required when acting in the following regulatory roles: IR(ME)R 2018 Medical Physics Expert, IR(ME)R 2018 Practitioner / Operator, IRR 2017 Radiation Protection Supervisor.

6. Make informed decisions & judgements on the direction of research work and for the use of funds provided by governmental organisations and charities.

7. Investigate atypical situations (e.g. unusual patient results or images) and decide on the best course of action. Challenging judgements will be required in highly complex non-standard situations e.g. atypical anatomy, image artefacts caused by equipment errors, sub-optimal image quality due to patient’s inability to comply with the procedure, unpredictable patient behaviour following therapeutic administration of radioactive material.

8. Investigate reasons for equipment malfunction (often involving highly complex situations which do not have obvious solutions e.g. intermittent faults, unusual combinations of malfunctions) and recommend remedial action.

9. Assist the consultant physicists in selecting, procuring, evaluating and implementing new technologies and equipment as appropriate e.g. imaging system ~£500,000.

10. Represent the service and thus contribute to decisions and judgements made at organisation-wide working groups and committees

11. Participate in national professional committees and working parties producing professional guidance as required.

12. Investigate and take effective remedial action on patient and radiation incidents.

COMMUNICATIONS AND RELATIONSHIPS

The post holder will be required to:

1. Present complex research & development work that may be contentious and challenge current practice, to large groups of staff and at national / international conferences. Also, write papers for publication in medical / scientific literature and provide formal teaching and instruction to staff and students (to doctoral level).

2. Produce written reports of highly specialist and highly complex diagnostic procedures (daily).

3. Formulate and explain complex advice regarding radiation protection following the administration of radioactive materials for staff, patients, relatives and carers. The procedure being performed and advice being communicated often results in the staff, patients, relatives or carers being in an anxious state.

4. Deal with and resolve queries and complaints from clinicians, nurses, managers, patients etc. which may be complex, sensitive and contentious.

5. Negotiate with external suppliers and procurement officials on the provision of equipment and services for use in research projects.

6. Facilitate changes in practice by providing expert advice and supporting and motivating staff.

7. Participate in local, regional and national professional committees and working parties producing professional guidance and standards as required (e.g. Pan-Glasgow Nuclear Medicine Group, Scottish Nuclear Medicine Group).
**PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB**

| Physical skills: | o Be able to work with the utmost care and at speed using dexterity and precision to prepare and dispense high doses of radioactive materials and minimise exposure to radiation and the risk of spills.  
| | o Have the expertise to safely handle and operate a range of highly specialist and expensive imaging and ancillary equipment.  
| | o Possess manual dexterity and advanced keyboard skills for speed and accuracy of data entry to maintain the accuracy of e.g. patient reports, computer programs, documents and databases.  
| | o Possess a high level of hand-eye coordination to outline anatomical structures, landmarks and edges using complex imaging software. This is often done under pressure and errors would result in misdiagnosis.  
| Physical effort: | o About 70% of work is computer based and involves sitting in a restricted position.  
| Mental demands: | There is frequent requirement for prolonged and intense concentration e.g. interpreting and reporting patient images; reading, reviewing and in particular writing scientific papers; developing software; participating in committees; and carrying out research & development work. These are all frequently interrupted for immediate clinical or managerial advice. These interruptions are unpredictable and may require multi-tasking and re-prioritisation of work pattern.  
| Emotional demands: | o Frequent (daily) requirement to interpret diagnostic procedures performed on (very) ill patients.  
| | o Frequent (weekly) requirement to direct staff e.g. to change an aspect of their work or prioritise. This may occasionally involve confrontation.  
| | o Occasional exposure to very distressed and anxious patients, relatives and carers when called upon as to assist with difficult situations  
| | o Occasional need to challenge medical or managerial opinions, deal with incidents, complaints and issues which may be sensitive and contentious (e.g. highlight non-compliances under quality systems or regulations)  

**MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

1. The specialties of Nuclear Medicine and NeuroSPECT involve about 30 different imaging, non-imaging and therapeutic procedures utilising 30 different radioactive materials. The service also involves bone density systems, a whole body radiation monitor and a plethora of associated highly specialist equipment. The post holder must not only have advanced knowledge of the scientific, technical, physiological and clinical aspects of these procedures and equipment but must also maintain this expertise, through involvement in education, research and development, at a level consistent with a major teaching establishment.
2. The post holder must lead by example in setting the highest quality and safety standards for their work and the work of the service commanding respect from medical colleagues, staff and patients and ensuring compliance with the stringent regulatory requirements associated with the use of radioactive materials.
KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Qualifications

Essential

1st or upper 2nd class Honours degree in Physics or Engineering.

PhD in Physics, Medical Physics or a related subject (or equivalent advanced theoretical knowledge and practical experience).

Postgraduate Scientific Diploma of the Institute of Physics and Engineering in Medicine (IPEM) and an MSc in Medical Physics or equivalent experience.

Registration as a Clinical Scientist (Medical Physics) with the Health Care Professions Council

Continuing education at post-doctoral level and registration on a professionally recognised Continuous Professional Development scheme (e.g. IPEM).

Desirable

Corporate membership of IPEM

Management Training / Qualification

Experience

Essential

Advanced theoretical and practical knowledge and experience across the full spectrum of nuclear medicine techniques, their clinical application in diagnosis and therapy and their role in clinical medicine.

A minimum of 6 years post qualification experience to enable interpreting and reporting patient images and associated outcomes within a multi-disciplinary team.

Recognised knowledge, experience and ability to act as a Medical Physics Expert for nuclear medicine as required under the IR(ME)R Regulations (2018) (or working towards this)

Recognised training and ability to act as Radiation Protection Supervisor for nuclear medicine services as required under the IRR Regulations (2017).

Desirable

Evidence of teaching / training
Behavioural Competencies

Essential

A pleasant disposition and an ability to demonstrate leadership and management skills.

Ability to develop effective working relationships with all levels of staff.

Ability to relate to and communicate information in a clear and sympathetic way to patients.

Ability to be a flexible team member and have an awareness of personal limitations

Other

Essential

A proven ability to communicate on both a written and an oral level complex, highly technical and clinically sensitive information to medical care teams and other professionals within and outside the NHS.

A proven ability to plan, organize and carry out development work / scientific research.

Desirable

A record of teaching, training and professional supervision involving junior and senior staff from a range of medical, scientific and technical disciplines is desirable
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 Scientist - Nuclear Medicine

Job reference number: 0000050616G

Closing date: 9th March 2018

Vacancy enquiries to: For information specific to the role, contact: Alice Nicol, 0141 452 3680

Agenda for Change band: Band 8A

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: Queen Elizabeth University Hospital

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

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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.
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