CLINICAL NURSE SPECIALIST - UROLOGY
Royal Hospital for Children

Job Reference: 0000051521N
Closing Date: 15th June 2018
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: Paediatric Urology Clinical Nurse Specialist
Job Grade: Band 6
Division: Greater Glasgow and Clyde
Directorate: Women and childrens
Department: Renal Unit

2. JOB PURPOSE

To deliver expert specialist evidence based care/advice in clinical practice, including development, assessment, planning, implementing, evaluating programme of evidence based nursing care for a defined caseload of patients with a variety of urological conditions. Provide specialist urological education and training for health care professionals, children, young adults and their parents/carers, both within the trust and the University/ education and community environment.

3. ROLE OF DEPARTMENT

The Urology service provides the care to children from birth to the age of 18 years of age. The urology clinical nurse specialist group work closely with paediatric consultant urologists and the renal service. There are currently a team of 3 nurse specialists within the urology service.

4. ORGANISATIONAL POSITION

[Organisational structure diagram]

5. SCOPE AND RANGE
To provide a service within a Tertiary and National Renal Service, to children from birth to 18 years of age in an outpatient clinic setting, inpatient basis, or in the community, from referral to discharge or transition to another service. Referrals are received from any health care professional.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

CLINICAL
1. Undertake detailed Bladder Assessment including detailed history of condition, past medical history, physical examination, bladder ultrasound, uroflow, interpretation of frequency/volume chart and urinalysis.
2. Order, understand and interpret microbiology and investigative results and take appropriate action and instigate treatment in the hospital and community environments.
3. Arrange diagnostic imaging as per Guidelines, Renal ultrasound, bladder ultrasound and abdominal X-Ray, or Video Urodynamics.
4. Check and act on the report of Radiological images and arrange further imaging if required. Discuss abnormal imaging at multi-disciplinary meeting.
5. Advise, introduce and coordinate management plan for behavioural bladder training programme or intermittent catheterisation to client, family, carers and school/nursery.
6. Arrange and carry out follow up for client and family until optimal continence is reached, altering management plan as required.
7. Carry out training and education as required to allow management plan to be introduced.
8. Prescribe medication as required to aid optimal continence status of the client.
9. Inform other Health Care Professionals of results of bladder assessment, radiological imaging, management plan, follow up appointment or medication which has been or needs to be prescribed.
10. Provide and progress nurse run Videourodynamic service for assessment of children with Neuropathic bladder. Provide detailed report of the study and discuss findings at multidisciplinary meeting.
11. Provide and progress a Biofeedback service for children with dysfunctional voiding or bladder extrophy. Evaluate the effectiveness of the sessions and produced detailed management plan.
12. Prescribe medication as required to aid in achieving optimal continence.
13. Act as a resource for all health care professionals and families involved in caring for children within the speciality both in hospital, community and schools.
14. Teach Intermittent catheterisation and catheter care to patients, families, carers and health care professionals.
15. Make appropriate referral to consultants/other specialists/members of the multi disciplinary team in primary, secondary or tertiary care settings
16. Be responsible for assessing and recognizing potential medical emergencies from within the current caseload through telephone contact, take appropriate action/admission to secondary care, this trust or local services.
17. Advise, introduce and co-ordinate a management plan for children requiring a urinary device. Deliver expert support and advice to all involved in the care surrounding the urinary device.
18. Offer the patient Entonox for the change of Urinary Buttons and support them to use this effectively.
19. Undertake 20% Back to the Floor shift in clinical area. Location of clinical area will be
following discussion with Team Lead and Lead Nurse.

**EDUCATIONAL/TRAINING.**
1. Provide appropriate information and ongoing education for clients, families, carers and schools of clients with continence problems and provide telephone advice and support to aid to compliance to planned management of care and allow a smooth transition to caring for the child at home.
2. Facilitate an effective learning environment to implement and participate in programmes of teaching in all aspects of urinary incontinence and catheterisation/catheter care to allow optimum continence to be achieved.
3. Initiate, develop and implement education and training packages for health care professionals and carers who deliver defined packages of care in trust and community settings.
4. Participate and organise study days, lectures, and meetings, as required, for staff, patients and carers.
5. Provide specialist clinical advice, education and training to other healthcare professionals and students within and outwith the division.
6. Participate in education and training with university and division for nursing and medical students.
7. Provide mentorship and preceptorship to students and staff within the division.
8. Undertake health promotion in relation to toilet training, bladder health and good techniques in catheterisation and catheter care.
9. Initiate, develop and implement patient literature information to aid understanding of the clients condition and it's management.
10. To ensure that ongoing personal development needs and professional education and research are identified and met.
11. Identify training needs of staff in health and education and evaluate training packages initiated and implemented
12. Mandatory training needs to be addressed, adherence to the NMC Code of professional conduct.

**RESEARCH.**
1. To initiate and participate in relevant research projects/audit within the department.
2. Seek the views of children carers/parents in the planning delivery of care and the development of the service
3. To take a lead role with the implementation of research based practice within the speciality.
4. To ensure that all findings are disseminated to relevant staff and that evidence based practice is used within the speciality, including publication.

**LEADERSHIP/MANAGERIAL.**
1. Establish a clear focus, vision and direction for the urology nursing service within urology team, directorate and trust guidelines.
2. Vetting of referrals (urgent/soon/routine) for Urology service, UTI service or Renal service.
3. Awareness for Enuresis budget and resource use within service.
4. To provide skilled and effective clinical leadership in assessment, planning and evaluation of care.
5. Develop and maintain Database for Urology service and maintain Database for Neurogenic bladder population.
6. Develop valid and reliable assessment tools, care pathways, policy and procedure using multimedia resources.
7. Ensure effective and efficient use of financial resources, contributing to increasing the efficiency and controlling cost within the ward budget. Making recommendations regarding supplies and purchasing of equipment. Management of specialist equipment eg Urodynamic equipment.

CLINICAL GOVERNANCE
1. Formulate policy and monitor standards of clinical care both within the hospital and community environment, acting as a local, regional and national resource, actively lead clinical audits and research within specialist area.
2. To participate in maintaining patient statistics/databases to facilitate audit.
3. Responsible for ensuring the quality of patient care is assessed and implemented to ensure maintenance of standards of care given to patients and their families by participating in clinical audit and participating in research as appropriate.
4. Influence/make and implement changes to clinical practice within division, GGHB, and West of Scotland.
5. Contribute, as part of the multidisciplinary team, to the development, implementation and maintenance of policies, procedures, standards and protocols of the area, directorate and division to ensure adherence to, and delivery of the highest level of patient care at all times.
6. To monitor the effectiveness of nursing intervention eg. health education and training packages.
7. Aware of risk management issues both locally and nationally and develop strategies to address urology issues.

7. SYSTEMS AND EQUIPMENT
To be expected to have knowledge and understanding of all equipment used.

EQUIPMENT USED DAILY.
1. Portable ultrasound.
2. Video and non-video urodynamic assessment computer programme.
3. Uroflow assessment device.
4. Urinalysis monitor.
5. Dynamap blood pressure and heart rate monitor.
7. Entonox gas cylinders and administration system.

INFORMATION MANAGEMENT.
1. Creation and management of access database for urology patients.
3. Electronic communication and documentation of bladder assessment.
4. Use of Word, Excel, Access and Power Point software for the purpose of storage, retrieval and presentation of information to specialist area.
5. Trackcare and SERPER, for example for all patient information, ordering imaging, results.
6. Internet, for use in research.
7. Intranet, for internal communication.
### 8. DECISIONS AND JUDGEMENTS

1. Management decisions and care of clients with urinary incontinence is decided on an autonomous level by the Urology clinical nurse specialist.
2. Consultation with Nephrologist/Urology Consultants or other Health Care Professional is undertaken if judged to be necessary by the Urology CNS.
3. Out patient clinics are carried out independantly of Consultants and follow up or onward referral or disacharge is at the discretion of the Urology CNS.

### 9. COMMUNICATIONS AND RELATIONSHIPS

1. Expected to communicate and liaise with clients, their families and carers and multidisciplinary team involved in the provision of care. This includes providing and receiving complex/sensitive/highly complex or contentious information and dealing with barriers to understanding.
2. Communication can be written, verbal or electronic. All communication is underpinned by the general rules of professional accountability, data protection act, Caldicott legislation, human rights act.
3. To develop, implement and manage communication systems within area of remit to ensure high standard of communication.
4. Internal communication - To communicate and liaise with the patient, their relatives and the multidisciplinary team involved in the provision of care.
5. To motivate and negotiate, when required, to encourage patients and families to comply with essential treatment programmes.
6. External communication - To communicate with the Primary health care team, tertiary services and other relevant agencies - education, social services, voluntary agencies eg ERIC or product companies as required.
7. Be skilled in both breaking of life altering news following investigations and reiterating bad news broken by other HCP.
8. To ensure that all patient records are maintained contemporaneously.

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

**PHYSICAL SKILLS.**

1. Inserting indwelling catheters - male and female.
2. Performing intermittent catheterisation.
3. Inserting rectal probes for Urodynamic studies.
4. Care of Suprapubic catheters for Urodynamic studies.
5. Removal of dressings and urethral stents following Hypospadias surgery.
6. Changing Supra pubic catheters or Gastrostomy buttons in the bladder.

**PHYSICAL DEMANDS.**

1. Patient movement with the aid of mechanical aids.
2. Manoeuvre patients, push wheelchairs.
3. Stand/walk for majority of shift.
4. Travelling to carry out visits at home or school.
5. To be available at all times via the hospital paging system.

MENTAL DEMANDS.
1. Concentration required when assessing patients and developing management plans.
2. Intense concentration required when checking documents/patient notes.
3. Advance problem solving skills and the ability to make quick decisions when under pressure.
4. Ability to provide appropriate information within a designated time slot.
5. Managing competing priorities on a daily basis.

EMOTIONAL DEMANDS.
1. Communicating with distressed or worried patients or relatives.
2. Caring for the child with complex needs and communicating news of emotional, physical or sexual abuse.
3. Exposure to verbal, physical aggressive and threatening behaviour.
4. Dealing with multi medical teams.
5. Communicating the benefits of a specific management programme to non compliant clients and families.

WORKING CONDITIONS.
1. Exposure to bodily fluids, emptying bed pans, urinals and measuring urine on a daily basis.
2. At times having to deal with aggressive situations involving families.
3. Dealing with limitations of available resources.
4. Exposure to infectious diseases, radioactive and chemical substances.

11. MOST CHallengING/DIFFICULT PARTS OF THE JOB
1. Teaching children and their families intermittent catheterisation, and Urinary Button changes.
2. Coordinating the care and training required by clients undertaking Intermittent catheterisation in the community

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

ESSENTIAL
1. Professional Qualification  Registered on part 8 or 15 of NMC Register.
2. Education  First level degree.
   Further education/evidence of continued practice development in area of specialty including study days/courses/post graduate certificate.
### 3. Experience
- Minimum of 3 years post registration experience
- Knowledge of audit and research.
- Ability to use evidence of research in practice and teaching.

### 4. Personal qualities and skills
- Ability to work both autonomously and within a team.
- Excellent communication skills.
- Self motivated with good organisational skills and ability to prioritise.
- Ability to assess, plan, coordinate and evaluate patient care.
- Motivated to deliver high quality, research based care.
- Evidence of own continuing professional development.
- Ability to develop and review protocols, policies, guidelines and standards for a specialist group.
- Car driver.

### 5. Training required
- Fire
- Health and safety awareness.
- Infection control.
- Moving and Handling
- Incident reporting.
- Independent and supplementary nurse prescribing.
- Trackcare and SERPER
- Videourodynamics.
- Biofeedback.
- Portable ultrasound.
- Uroflow device.
- Male and female catheterisation.
- Ordering of Images.
- Preceptorship and mentorship training.
- Child protection training.
- Digital dictation.
## 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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<th>Job title</th>
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<td>Vacancy enquiries to</td>
<td>For information specific to the role, contact: Diane King, 01414524915</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>Contract type</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 in the Scottish Public Pensions Agency.</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 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.</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>
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### 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](http://www.healthservicediscounts.com).

**Further information**
For further information on any aspect of the recruitment process or for further details on working within NHS Greater Glasgow and Clyde contact:

NHS Greater Glasgow and Clyde
Recruitment Services
West Glasgow Ambulatory Care Hospital
Dalnair Street
Glasgow
G3 8SJ

Tel: +44 (0)141 278 2700
Email: nhsggcrecruitment@nhs.net