STAFF NURSE - CHILD AND ADOLESCENT MENTAL HEALTH SERVICES
Royal Hospital for Children

Job Reference: 0000052239N
Closing Date: 29 June 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
1. JOB IDENTIFICATION

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<th>Job Title:</th>
<th>Staff Nurse</th>
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<td>Responsible to (insert job title):</td>
<td>Senior Charge Nurse</td>
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<td>Department(s):</td>
<td>CAMHS Inpatient Service</td>
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<td>Specialist Children’s Services</td>
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<td>Operating Division or GGHB:</td>
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<td>August 2016</td>
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<td>Reviewed by</td>
<td>L MacFarlane, CAMHS PNA</td>
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2. JOB PURPOSE

As part of a multi-disciplinary team within the context of a CAMHS Inpatient Unit, there will also be a requirement for the post holder to work across inpatient, community and home settings. The post-holder will have responsibility for the assessment of patient care needs and the development and evaluation of programmes of care. S/he will be expected to carry out all relevant forms of care in partnership with patients, carers and other professionals and in line with agreed standards and clinical policies. The nursing team within the CAMHS Inpatient Unit provides care using a recovery focussed model.

Regularly taking charge of the ward and the supervision and teaching of less experienced staff, both qualified and unqualified will be an important aspect of the role as will be the mentoring of nurses undergoing basic or post-basic training. The post holder will also be expected to promote and develop the service and to work within Knowledge & Skills Framework outlines.

3. ROLE OF THE DEPARTMENT

CAMHS in-patient services include Ward 4, National Child Inpatient unit for under 12 years and Skye House, West of Scotland Adolescent unit for 12 -17 year olds.

Based on the principles of equality, dignity and respect and which takes into account spiritual and cultural diversity.

In the Inpatient settings, care is delivered by a multi-disciplinary team and based on the best available evidence for practice. It is delivered in an environment that places minimal possible restrictions on personal choice. The clinical team works collaboratively with the patients, carers, representatives and external organisations to ensure that care needs are identified and met.
5. SCOPE AND RANGE
The post-holder will be expected to practice within a legal & ethical framework as defined by:

- The Nursing Midwifery Council
- National Mental Health related legislation
- National & local policy, guidelines and protocols

The post-holder may practice in any of a variety of clinical areas within the inpatient setting. These will typically include:
- Adolescent Inpatient Unit
- Child Inpatient Unit
- Community Settings relevant to IPU
- Patient Homes

The post carries no financial responsibility for financial management though the post-holder is expected to utilise financial & physical resources to maximum effect whilst effectively meeting the essential demands of patient care.

The post holder is operationally responsible to the Senior Charge Nurse and professionally accountable to the Senior Charge Nurse and Professional Nurse Advisor. An appraisal system operates within the Mental Health Service, requiring the post holder and line manager to meet quarterly. Assignment and review of work will be by the Senior Charge Nurse.

The post-holder can be expected to carry delegated responsibility for the clinical supervision and performance management of less experienced qualified and unqualified staff as outlined by KSF.

**6. MAIN DUTIES/RESPONSIBILITIES**

**The post-holder will be responsible for**

1. Within KSF outlines the post holder will function as Named Nurse, within a multi-disciplinary team to a defined group of patients within the overall ward patient complement.
2. Develop and lead in the planning, implementation and evaluation of programmes of care.
3. In conjunction with the Senior Charge Nurse, set, monitor and evaluate standards of care within the defined policies, procedures, standards and protocols of the Ward, and Service to ensure adherence to, and delivery of a high quality service. This will include the regular audit and monitoring of clinical practice.
4. Carrying out all relevant forms of nursing care pertinent to the needs of the patient group within the defined clinical areas in accordance with relevant legislation
5. Identifying and responding to the needs of patients which might be related to gender, health, domestic abuse, and child protection. Working with Children’s Act.
6. Using a recovery model, empower people to realise and maintain their potential in relation to health and wellbeing.
7. Maintain accurate records of nursing care in accordance with relevant legislation.
8. Developing therapeutic relationships with patients and carers thereby ensuring that care needs are identified and met within a participative framework which recognises the principles of equity, dignity and respect and which takes into account spiritual and cultural diversity as defined by the Mental Health (Care & Treatment) (Scotland) Act 2003.
9. Ensuring that professional practice and that of less experienced staff is in line with the principles underpinning the Mental Health (Care & Treatment) (Scotland) Act 2003 and the latest evidence based practice.
10. Taking charge of the ward in the absence of the Senior Charge Nurse/Charge Nurse and ensuring the quality of care and standards of safety in this regard.

11. Supervising and supporting the practice of less experienced staff both qualified and unqualified, including the provision of relevant support which might be required to address professional capability issues.

12. Formally and periodically appraising the performance of less experienced and supporting their professional development through KSF outlines.

13. Mentor student nurses and liaise with Practice Education Facilitators to ensure the quality of the student’s practice placement experience.

14. Liaison with other statutory and non-statutory agencies involved in the care and support of patients in hospital and the community with particular regard to Community Mental Health Team’s and Social Work.

15. Nasal Gastric insertion and feeding/venepuncture.

16. Facilitate and co-facilitate in groups

17. Community Based Work – Meal Time Management, social exposure work, school based assessment etc

18. Participate in a Personal Development Plan using the agreed knowledge and skills framework pertinent to this role.

19. Responsible for the correct dispensing and administration of medication to client group.

20. To maintain Unit stock levels through ordering of stores equipment and medication, ensuring the economic use of all resources.

7a. EQUIPMENT & MACHINERY

The equipment and machinery will be used by the post holder in their role includes:

- A computer will be used on a regular basis. The post holder will need to have a working knowledge of systems such as Microsoft Word, e-mail, PowerPoint presentation and equipment and internet.

- A telephone including paging and fire/emergency functions, fax will be used regularly.

- Lifting aids, such as hoists, may be used from time to time.

- A working knowledge of medical emergency equipment is required.

- The post holder may be required to collect blood samples and as such will require to use the vacutainer blood collection system which consists of needles, hub and blood bottles. Other equipment for physical interventions may include needles and syringes to administer medications, and equipment such as sphygmomanometers and thermometers which will be used during physical health checks.

- Food regeneration trolley.

7b. SYSTEMS

The post holder will required to have a working knowledge of a wide range of systems which will include:

- Care planning and record-keeping systems
- Fire and emergency procedures
- Standards of ward management
- Clinical and managerial policy relevant to the clinical area e.g. clinical observation policy
- Health and Safety policies and guidance
- Staff roster systems
- Staff appraisal and professional development systems
- Children's Act
- Child Protection
- Aggression Management Policy
- Mental Health Act – Tribunals

8. DECISIONS AND JUDGEMENTS
The post-holder will be regularly required to make decisions and judgements related to:
- Prioritising the nursing care needs of patients and altering priorities as needs dictate
- Identify the most appropriate nursing interventions required to address specific patient needs
- Manage de-escalation accordingly
- Recognising and responding to emergency situations in a manner which minimises clinical risk
- Making judgements with regard to enacting the ‘least restrictive’ required measures to manage identified clinical risks.
- Identifying sudden and gradual changes in the patient’s condition and responding accordingly in a manner which minimises clinical risk.
- Taking into account of the role and competency of more junior staff when delegating work
- Making judgements about the patient’s ability to participate in the planning and delivery of care and make informed choices in this regard.
- Show initiative in problem solving in times of high clinical activity.
- Planning order of work.
- Acknowledging changes in patients’ conditions and reporting whilst adapting carer intervention accordingly.

9. COMMUNICATIONS AND RELATIONSHIPS
The post holder will be expected to communicate and liaise regularly with a wide range of professions and departments including:-
- Patients, carers and family members/or their representatives
- General visitors to the Inpatient Unit
- All other members of the ward nursing team
- The multi-disciplinary team and other agencies involved in the provision of care.
- The Clinical Team Leader
- Health & Safety
- Estates
- C & R – Risk Management / CALM as advised
- Purchasing & Supplies
- Pharmacy
- Human Resources
- Infection Control
The post-holder will be expected to communicate and liaise regularly with a wide range of external agencies and professionals including:-

- Social Services
- Independent Sector Agencies
- Housing Departments/Associations
- Police
- Education Institutions/Secondary Education Establishments
- Mental Welfare Commission (MWC)

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

The post holder may be exposed to various physical demands whilst working within an inpatient unit. These may include:-

#### Physical skills

- Skills to safely manoeuvre wheelchairs, trolleys, and other medical testing equipment.
- Facilitation & Co-facilitation of activity based groups.

#### Physical demands

- Dealing with patient absconding accordingly
- Nursing patients with impaired ability to self-care in respect of the management of daily living activities
- Patient movement/transfer with use of mechanical aides
- Lifting and handling equipment
- Pushing trolleys, wheelchairs
- Stand/walking for the majority of shift
- Managing physical aggression
- Use of approved physical restraints
- Naso-gastric insertion and feeding
- Taking bloods, carrying out venepuncture

#### Mental demands

- Managing the ward in the absence of a more senior nurse and balancing multiple and competing priorities in this regard
- Accurately reading and interpreting clinical documents/patients notes whilst working under pressure
- Accurately administering medication and calculating drug dosages, whilst subject to frequent interruptions from other parties
- Monitoring patient behaviours, clinical conditions and needs whilst managing
multiple other priorities related to the smooth running of the ward

**Emotional demands**
- Communicating with distressed/anxious/worried patients/relatives
- Caring for the terminally ill
- Breaking bad news
- Managing sensitive personal issues of patients/carers e.g. related to gender, child protection, domestic abuse
- Managing physical/personal verbal abuse from patients and occasionally personal verbal abuse from relatives, carers and visitors.
- Managing personal feelings related to patients who deliberately self-harm or harm others
- Maintaining a professional attitude despite receiving personal attacks from patients
- Dealing with personal feelings following critical incidents

**Working conditions**
- Exposure to body fluids including vomit, faeces, emptying bed pans/urinals, catheter bags
- Exposure to verbal aggression
- Exposure to physically aggressive behaviour
- Working for long hours in a highly intensive environment
- Frequent rotation from day shift to night shift

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB
- Occasional/frequent distressing/highly distressing circumstances, dealing with relatives, and balancing the conflicting demands of the role.
- Effectively assessing and managing clinical risks related to suicide, self harm and harm to others
- Maintaining a therapeutic relationship with patients who have been subject to compulsory measures under the Mental Health (Care & Treatment) (Scotland) Act 2003
- Effectively meeting patient care demands within available resources
- Managing the ward in the absence of a more senior nurse and balancing multiple and competing priorities in this regard
- Working at an extremely busy pace with new and daily challenges.
- Working with families on a regular basis
- Working in environments out with the unit

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

**Training**
- First level registered nurse RMN / RNLD with a currently valid registration with the Nursing and Midwifery Council.

**Experience**
- Experience of multi-disciplinary team working
- Previous post-qualification experience within a relevant clinical area would be advantageous
- Demonstrates knowledge of factors which impact on mental health and emotional well-being

Skills
- Excellent communication and team working skills.
- Demonstrates a commitment to personal and professional development
- Ability to work using own initiative and without direct supervision in the context of agreed tasks
- Demonstrates a positive attitude towards children and young people
- Ability to fulfil main duties and responsibilities as outlined in job description and recognise own limitations.
- Demonstrates an ability/willingness to work towards achieving the competencies identified in 'Essential CAMHS'
### 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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<td>Vacancy enquiries to</td>
<td>For information specific to the role, contact: Diane Sutherland, 0141 452 4535</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 <a href="#">smokefree policy</a> on all premises and grounds.</td>
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<td>Equal opportunities</td>
<td>NHS Greater Glasgow and Clyde is as an <a href="#">equal opportunities employer</a>.</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 legislation
The information supplied by your application will only be processed by authorised NHS Greater Glasgow and Clyde personnel involved in relevant stages of the recruitment process. Applications submitted via the NHS Scotland Application form will be imported into the NHS Greater Glasgow and Clyde recruitment system. The information you provide will be retained by NHS Greater Glasgow and Clyde and will be used for the purpose of processing your application and for statistical and audit purposes. NHS Greater Glasgow and Clyde will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful, your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed.
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-Moodlesburn 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