SPECIALIST CLINICAL PHARMACIST - ACUTE MEDICAL Pharmacy
Glasgow Royal Infirmary / Vale of Leven General Hospital

Job Reference: 0000053357G
Closing Date: 12 October 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

Job Title: Middle Grade Pharmacist

Responsible to:

Department:

Directorate: Acute Division, Pharmacy and Prescribing Support Unit (PPSU)

2. JOB PURPOSE

- The postholder will undertake specialist pharmaceutical services within the specified area to ensure the safe, appropriate and cost effective provision of medicines and professional advice in line with current legislation and local and national policies

- To undertake the supervision and training of pharmacy staff including MSc/Diploma students and Scottish Hospital Pharmacists Vocational Training Scheme Stage II trainees

- To provide a specialised clinical pharmacy service to a specified patient population or clinical speciality as agreed with the Lead Clinical Pharmacist.

3. ROLE OF DEPARTMENT

The Department will have its organisational base in Acute Services and covers the entire NHS GG&C system, including CHCPs, Mental Health Partnership, Health Improvement Network and the NHS Board.

Site Specific Staffing: e.g.
- ? Responsible for ?wte pharmacy staff (specify)
- ? Act as mentor for junior pharmacists and pre-registration pharmacists
- ? Training provided

Site Specific Workload: e.g.
- ? Nos of prescriptions/parenteral nutrition regimens/doses of chemotherapy
- ? Nos of items issued
- ? Nos of staff, wte's
- ? Level of funding
- ? Level of service provided

4. ORGANISATIONAL POSITION

As per service department

5. SCOPE AND RANGE

The role of NHS Greater Glasgow and Clyde PPSU is to:

- Ensure that patients derive maximum benefit and minimum harm from their medicines
- Provide a single system approach to pharmacy and prescribing policy issues, including integration of systems within pharmacy and prescribing support functions
- Support clinicians in their provision of high quality, effective and efficient pharmaceutical care to individual
patients at whatever their point of need in their healthcare journey
• Provide prescribers and managers with high quality, timeous information, analysis and advice to assist them to deliver effective prescribing management
• Ensure that medicines are purchased, stored, dispensed and prescribed as cost effectively as possible
6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

**CLINICAL SERVICE**

1. Apply specialist clinical knowledge to analyse complex patient information to ensure the optimal clinical outcome.

2. Apply specialist clinical knowledge and judgement to analyse information, at times where evidence may be lacking, in order to negotiate the optimal clinical outcome.

3. Apply specialist knowledge on the use of medicines to deliver pharmaceutical care to patients within a specified patient population or clinical speciality and improve patient care by:
   - Interpreting individual patient drug charts, prescriptions and medical information, taking action to resolve pharmaceutical care issues identified and providing advice to medical staff on medication treatments, changes to regimes and alternative therapy.
     - Checking dosing, drug/drug or drug/disease contraindications, side effects, precautions and inappropriate or omitted treatment
     - Ensuring medicines and doses prescribed during hospital stay are appropriate for the patient and their medical conditions
     - Considering the various options and deciding the best risk benefit choice for the individual patient
   - Documenting care and risk management issues identified from patients’ drug charts including:
     - Individualising pharmaceutical care plans and documenting/resolving pharmaceutical care issues
     - Clarifying ambiguous prescriptions to avoid medication errors
     - Challenging prescribing decisions where appropriate
     - Patient allergy
     - Adverse drug reactions and interactions
     - Medication errors inc. prescribing and medication errors
     - Identification of other risks associated with the use of medicines and escalating to senior pharmacy staff when required.
   - Recommending alternative forms of medication where prescribed routes of administration are not appropriate
   - Taking medication histories on admission and reviewing/verifying in-patient and discharge prescriptions, taking action as appropriate to ensure patients are prescribed the correct medicines on admission to and discharge from hospital.
   - Provision of a therapeutic drug monitoring service
   - Ensuring patients/carers understand complicated therapies and can use medical devices, e.g. inhalers, correctly and know when to use them
   - Developing and implementing systems to facilitate the discharge process
   - Discussing medicines with patients/carers and persuading/motivating them to comply with them on discharge
   - Assessing what aids would assist patients to take their medicines correctly at home
   - Liaising with the patient’s community pharmacy and/or GP where appropriate and developing systems to ensure continuity of pharmaceutical care across different healthcare settings
   - Integrating research evidence into clinical practice
Ensure discharge prescriptions are screened according to NHS GG&C Pharmaceutical Care standards

4. Participate in the multi-disciplinary care of each patient by e.g.
   - Suggesting alterations to patients’ complicated medication regimes to simplify and aid therapy compliance
   - Actively participating in consultant ward rounds and multidisciplinary team meetings providing clinical and financial advice if appropriate
   - Where identified by the Lead Clinical Pharmacist, practise as a non medical prescriber within a defined specialty and to agreed standards and framework
   - Advise on doses/ course length of drugs, preparation of medicines inc. infusions and injections, drug interactions and any other problems with medicines
   - Advising other healthcare professionals on how a patient’s medication may affect their practice e.g. physiotherapists.
   - Providing information and negotiating with clinical staff to ensure compliance with formulary, guidelines, Drug and Therapeutic Committee decisions, Scottish Medicines Consortium guidance and other pharmacy related strategies
   - Contributing to the Making the Most of your Medicines (MMyMeds) service redesign, including supervising and directing the work of technicians and pharmacy support workers in the provision of MMyMeds medicines management services to designated wards.
   - Generation and interpretation of financial/drug usage reports

DISPENSING SERVICE
1. Provide a specialised Dispensary-based clinical service including the assessment of discharge prescriptions and outpatient prescriptions, using professional judgement to approve the dispensing of discharge prescriptions or discuss with prescriber to resolve areas of concern. This includes:-
   - Checking dosing, drug/drug or drug/disease contraindications
   - Clarifying ambiguous prescriptions to avoid medication errors
   - Identifying possible adverse drug reactions and interactions
   - Discussing various options with the prescriber where necessary and deciding the best risk benefit choice for the individual patient
   - Identification of other risks associated with the use of medicines and escalating to senior pharmacy staff when required.
   - Discussing medicines with outpatients/carers and ensuring they understand how to take them correctly at home to ensure maximum benefit from their treatment

2. Provide information, answers and advice to medical, nursing, other healthcare staff and patients in response to queries received on any aspect of patients’ medicines

3. Participate in the final accuracy checking of prescriptions that have been dispensed by others
4. Ensure the provision of unlicensed and named-patient medicines is in accordance with local policies and all appropriate documentation is completed and filed.

5. Participate in the provision of clinical trials supplies, ensuring the maintenance of appropriate records.

6. Participate in monitoring requests for new items in relation to drug formularies, guidelines, Drug and Therapeutic Committee decisions, Scottish Medicines Consortium guidance and other pharmacy related strategies.

7. Contribute to the development and implementation of standing operational procedures for the dispensary, ensuring that all work complies with legal and professional guidelines and regulations.

8. Report incidents and near misses in accordance with risk management policies.

9. Conduct and participate in self-audits and regular reviews of dispensing service.

ASEPTIC SERVICE

1. Support the Responsible Pharmacist in the management and development of a comprehensive Aseptic Dispensing Service (Centralised Intravenous Additive Service, Parenteral Nutrition and chemotherapy) in accordance with medicines legislation, national standards and national audit schedule to ensure the delivery of a safe, high quality service which operates effectively and efficiently.

2. Support the Senior Pharmacy Technician, Aseptic Services to ensure suitably trained personnel provide supervision of day-to-day activities in the aseptic dispensing unit.

3. Support the Responsible Pharmacist in the maintenance and development of standard procedures and safe systems of work to ensure the highest standard of working practice and environmental conditions within the Aseptic Dispensing Unit in line with national guidelines.

4. Support the Responsible Pharmacist in the review of the service and collection and interpretation of data including performance indicators, benchmarking and audits (internal and external) and risk assessment in relation to aseptic services.

5. Collaborate with medical staff, nursing staff, dieticians and other pharmacists in the provision of individualised parenteral nutrition utilising specialist clinical knowledge and information gained from individual patient’s blood results.

6. Participate in the national External Aseptic Audit programme to undertake review of another Scottish Aseptic Dispensing Service and report back on deficiencies at local and national level.
7. Contribute to the development of the service to meet the needs of prioritised patient groups with particular emphasis on high risk products.

8. Collaborate in agreement of capacity plans with clinical areas/clinical staff served by the aseptic dispensing unit and service level agreements with all contractors involved in servicing the aseptic facilities and equipment.

9. Maintain patient chemotherapy records to ensure an accurate history of chemotherapy received is always readily available.

10. Support the provision of aseptic clinical trials material for individual patients liaising with the Clinical trials Pharmacist/Dispensary Manager as needed including:
- Produce standard operating procedures, appropriate paperwork and systems for clinical trials
- Maintain records according to the European Directive on Clinical Trials
- Liaise with technical services in the maintenance and control of stock for all aseptic clinical trials material

QUALITY SYSTEMS
1. Responsible for the management of designated Quality Assurance systems within the Pharmacy Department including systems for COSHH assessments, medical gases, unlicensed medicines and product recalls/defects.

2. Ensure the quality and continuity of supply of medical gases by liaising with Estates, Portering staff, Clinical Physics, nursing staff and GGHB&C Pharmacy staff.

3. Ensure correct procedures, communication channels and methods of working with piped medical gases and medical gas cylinders.

4. Manage system for reporting defects in medicinal products and systems for managing Drug Alerts, Hazard Notifications and Drug Recalls.

5. Ensure all staff are aware of legislation on Control of Substances Hazardous to Health (COSHH) as it relates to the Pharmacy Department and co-ordinate COSHH assessments for the department in conjunction with relevant Heads of Sections.

6. Implement and maintain procedures and systems for ensuring the quality of unlicensed medicines purchased and used within the hospital.

7. Advise on correct storage conditions for medicines held in hospitals.

8. Participate in the NHSGG&C Quality Plan including the use of self audits.
MEDICINES INFORMATION
1. Provide an efficient clinical enquiry service on all aspects of medicines accessible by NHS health care professionals in NHSGG&C. For each enquiry this includes developing and executing an appropriate search strategy to retrieve information, critically evaluating the information found and weighting the evidence accordingly, preparing a response that is appropriate to the enquirer’s needs, and providing the information and advice to the enquirer in a well reasoned way.

2. Review the responses to enquiries prepared by junior staff according to standard operating procedures, before advice and information is given to the enquirer, as appropriate.

3. Ensure that enquiry workload is prioritised according to the needs of enquirers and/or patients so that responses are given within an appropriate timescale. This includes determining and agreeing appropriate response times with enquirers, daily review of enquiry workload, and assign outstanding enquiries to MI staff as appropriate.

4. Use the enquiry management system to input and retrieve enquiry workload data to allow access by appropriate staff in accordance with the Data Protection Act.

5. Participate in the production of evaluated proactive information on medicines (e.g. memos, briefings, therapeutic updates) for dissemination to NHSGG&C health care professionals as required. Identify and respond to the needs of service users for proactive information, ensuring that health care professionals have access to relevant new information as it arises e.g. drug alerts and advice from the Committee on the Safety of Medicines.

6. Participate in the production of evaluated proactive information on medicines for dissemination across the UK as part of the UKMi (UK Medicines Information) collaboration, including critically appraising trials and Medicines Questions & Answers.

7. Comply with relevant local/national/UKMi and other professional legal standards relating to the provision of medicines information services.

8. Participate in quality monitoring systems to ensure that enquiries are consistently answered to a high standard using professional judgement and expertise. This includes producing local standard operating procedures and contributing to local QA processes including peer review systems and customer satisfaction audits.
9. Prepare training materials/programmes and provide training in MI skills and knowledge for other pharmacy staff, including, where appropriate, those working across other NHSGG&C secondary care sites. This includes induction and orientation to the MI centre based at Glasgow Royal Infirmary and updates on the use of essential MI resources.

10. Prepare training materials/programmes and provide training in MI skills to other health care personnel as required e.g. nurses.

11. Identify and report critical incidents (e.g. by contributing to IRMIS-Incident Reporting in Medicines Information System).

12. Encourage and facilitate the reporting of adverse drug events within the division.

13. Identify opportunities for service development and bring to the attention of the Principal Pharmacist.

FORMULARY MAINTENANCE AND DEVELOPMENT

1. Support the development and maintenance of the NHSGG&C Medicines Formulary ensuring that it is focused on cost and clinically effective prescribing.

2. Contribute to processes for strategic formulary development and formulary review including the preparation of detailed reports and papers presenting relevant evidence. This will involve critical analysis of complex medical literature and the provision of specialist pharmaceutical advice.

3. Undertake the teaching and training of undergraduate and postgraduate pharmacists in NHSGG&C in topics relating to formulary management and clinically effective prescribing.

4. Develop training material and deliver training for junior medical and pharmaceutical staff in order to explain and promote formulary awareness.

5. Contribute to local initiatives to improve prescribing (e.g. Glasgow and Clyde Formulary, prescribing handbooks and guidelines) through review and updating of advice and policies on medicines use. This will involve contribution at meetings of the Area Drug and Therapeutic Committee (ADTC) and relevant sub-groups as required and working with senior medical, pharmacy and nursing staff.

6. Participate in the development of systems to monitor formulary adherence and use them to evaluate the effectiveness of the formulary as a tool to promote good prescribing. This will involve collating and analysing complex data and producing reports on the use of specific medicines, the provision of specialist training/briefing of relevant staff, manipulation of data in spreadsheets and databases.
7. Ensure the effective communication of ADTC decisions on new medicines, formulations and indicators to NHSGG&C prescribers and pharmacists to facilitate the implementation of these decisions and related policies. This will involve the preparation of regular updates for electronic dissemination and responding to enquiries from health professionals about these decisions.

8. Participate in the preparation of varied educational materials (e.g. articles for the ADTC Postscript bulletin, educational support for the Drugs of Choice initiative, cost comparison charts) for primary and secondary care medical and pharmacy practitioners in support of ADTC recommendations and advice.

9. Contribute to a process of “horizon scanning” of relevant information and other sources for new medicines likely to impact on patient care.

10. Engage with pharmaceutical industry representatives to ensure current information is taken into account in horizon scanning and formulary development.

11. Collaborate with the Clinical Effectiveness pharmacists in the evaluation of data on medicines use, particularly to inform the Formulary review process.

12. Contribute to specific short-term projects to assess the effectiveness of local initiatives aimed at optimising medicines use.

AUDIT RESEARCH AND DEVELOPMENT
1. Participate in the implementation, monitoring and evaluation of local and/or national protocols and guidelines.

2. Participate in multi-disciplinary and pharmacy led research or audit within own specialist area.

3. Participate in the undertaking of clinical trials.

EDUCATION & TRAINING
1. Undertake the supervision and training in specialist area of pharmacy staff including MSc/Diploma students, Scottish Hospital Pharmacists Vocational Training Scheme Stage II trainees, Pre-registration pharmacists, undergraduate and postgraduate students, pharmacy technicians and other healthcare professionals, in accordance with professional standards and national guidelines, ensuring that training records are maintained.

2. Provide education and training to pharmacy and other staff, including medical and nursing staff in relation to safe, clinical and cost-effective prescribing, where appropriate.
3. Provide education and training to patients and their carers on the safe and effective use of their medicines to ensure maximum benefit from their treatment.


5. Act as Stage II tutor to support pharmacists undergoing Stage II of the Scottish Hospital Pharmacists Vocational Training Scheme.

6. Act as tutor for Pre-Registration Pharmacists to fulfil statutory requirement for their training.

GENERAL DUTIES

- Participate in Medicines Use Review/Evaluation projects, research and clinical audit as part of the multidisciplinary audit process.
- Contribute to the management of any risks associated with the use and administration of medicines. Identify and manage issues, escalating to medical and/or senior pharmacy staff when required.
- Carry out responsibilities in a way which at all times is consistent with statutory and legal obligations including health and safety legislation, COSHH, the Medicines Act, Misuse of Drugs Act, Rules and Guidance for Pharmaceutical Manufacturers and Distributors 2002 etc and the General Pharmaceutical Council of Great Britain’s Code of Ethics.
- Act to ensure the security and appropriate storage of medicines is maintained at both ward and department level (including security of keys and maintenance of alarm systems).
- Ensure safe working procedures are maintained and followed.
- Maintain a broad understanding of pharmacy including dispensing, distribution and safe preparation of intravenous medicines.
- Monitor safe and secure handling of medicines at ward, clinic and departmental level.
- Write/review and maintain a set of IV monographs where appropriate, in liaison with the responsible Senior Pharmacist.
- Undertake routine drug accountability checks e.g. controlled drugs accountability checks, in designated areas of responsibility.
- Contribute to and participate in service developments and re-design.
- Conduct PDP appraisals for appropriate staff.
- Deputise for senior pharmacists and section heads in their absence.
- Participate in weekend rotas (including clinical and aseptic rotas where appropriate), public holiday and other department working rotas in accordance with departmental policies.
- Participate in the pharmacy emergency duty rota as appropriate.

7a. EQUIPMENT AND MACHINERY

- Computers for internet and e-library access e.g. for medicines information searches; generation of financial reports from pharmacy computerised stock control system.
• Microfiche reader to access microfilm data/information
• Radio-pager for immediate contact when necessary
• Laminar air flow cabinets /isolators/air handling systems – specialised equipment to enable the preparation of aseptic products in a controlled environment e.g. cytotoxic chemotherapy
• Electronic weighing balances for use in non-sterile dispensing
• Understands the working principles of devices used to deliver medicines on wards, e.g. IV delivery systems, pumps etc
• Understands the working principles of equipment used in the aseptic, QA and dispensary services

7b. SYSTEMS

• Computerised stock control and manual stock control packages e.g. Controlled Drug registers - to produce and complete relevant paperwork for pharmacy issues to wards/departments.
• Department worksheets in relevant areas
• Pharmacy patient careplans/screening sheets – required to document clinical activity for sharing with relevant Disciplines
• Medicines Management system paperwork – to record medicines brought in to hospital, order new medicines/supply for dose changes
• Adverse drug reaction reporting – through nationwide “Yellow Card” reporting system
• Patient records e.g. case notes, drug prescription charts – required to read, monitor and annotate patient records as appropriate
• E-mail to communicate quickly and effectively on a daily basis
• Microsoft Office i.e. Word, Excel and PowerPoint to analyse data and present reports
• Internet, e-library and medicines information databases to effectively source specialised medicines related information, e.g. Medline, Embase, TICTAC
• Specialised pharmacy software e.g. therapeutic drug monitoring software to individualise patients’ doses of certain medicines
• Specialised pharmacy software e.g. HIS and IDLS to facilitate the discharge process
• Clinical systems e.g. biochemistry and haematology for information retrieval and to facilitate the provision of advice
• Report clinical incidents using local procedures and reporting form
• Demonstrate knowledge of all pharmacy labelling systems

8. DECISIONS AND JUDGEMENTS

• The postholder Is accountable for own professional actions and outcomes, guided by professional code of ethics, legislation, national and local protocols, local policies and procedures, local formulary, senior pharmacists and lead clinicians.
• Uses own initiative and works autonomously within the bounds of existing knowledge and skills to make clinical judgements regarding patient management
The postholder will demonstrate and apply specialist pharmaceutical knowledge of area of practice with reasoning and judgement in the use of medicines, analysing complex information and ensuring that their practice is evidence-based and in accordance with current good practice and local policy.

- The postholder will prioritise own work and will prioritise and supervise the work of others.
- Acts as the patient’s advocate with respect to treatment with medicines.
- Uses professional judgement to approve the dispensing of discharge/aseptic prescriptions, discussing with prescriber to resolve areas of concern or liaising with dispensing technician to resolve any accuracy issues.
- The postholder makes decisions on the competence and performance of others.
- The postholder and a designated Senior Pharmacist will meet annually to conduct a development review in line with the KSF outline, to produce a Personal Development Plan.

9. COMMUNICATIONS AND RELATIONSHIPS

- The postholder works effectively and proactively with pharmacy, medical, nursing, primary care and other members of the multidisciplinary team.
- There is a need to present complex, sensitive and often contentious information to clinicians. The advice offered may often be challenged and negotiation skills will be required to reach consensus opinion e.g. to ensure compliance with formulary.

- Communicates with:
  - Lead Pharmacist, Lead Clinical Pharmacists and other clinical pharmacists- for transfer of patient information with regards to pharmaceutical care.
  - Pharmacy technicians - to maintain a high standard of drug supply and dispensing to wards, and in relation to work within the department.
  - Pharmacy Section heads/ Clinical Pharmacy Manager/ Directorate Pharmacist – as above and in relation to clinical services.
  - Clerical, store and portering staff – to ensure effective and timely drug delivery to pharmacy and wards.
  - Consultants and other grades of medical staff – to discuss drug therapy and ensure safe and effective prescribing practice. To negotiate to ensure compliance with formulary, Drugs of Choice policies, antimicrobial policies and other local and national medicines-related strategies.
  - Laboratory staff – to liaise regarding patients’ results to ensure appropriate drug therapy is prescribed.
  - Patients/carers/relatives – on matters relating to medicines and to provide appropriate pharmaceutical information and advice to enable patients to get maximum benefit from their medicines, overcoming barriers to understanding. This will require explanation and re-assurance (when discussing risk and benefits of treatment options) and empathy, understanding and motivational skills to maximise patient concordance.
  - Nursing staff – regarding supplies and prescription issues and to ensure safe and timely drug administration to inpatients.
  - GPs, community pharmacists and other primary healthcare professionals – to ensure the safe and effective transfer of information about medication.
  - Department of Pharmaceutical Sciences, University of Strathclyde e.g. for teaching of undergraduates.
  - NHS Education for Scotland staff.
  - Pharmaceutical Industry – e.g. for drug therapy information to respond to specific requests for information.
10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

<table>
<thead>
<tr>
<th>Physical skills</th>
<th>Physical demands</th>
<th>Mental demands</th>
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<tbody>
<tr>
<td>Working with computers, medical databases and keyboards</td>
<td>Standing for long periods of time</td>
<td>Working under pressure on a regular and frequent basis, in order to meet deadlines and to provide specialist pharmaceutical advice</td>
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<td>Accuracy in dispensing</td>
<td>When working in ward area, is required to work at benches not always at appropriate height, using patient medicine lockers and talking to patients at bedside which involves bending and poor posture</td>
<td>Sustained concentration required with unpredictable interruptions for advice</td>
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<td>Fine manipulation skills required for preparation of aseptic products in specialised workstations (restricted movement)</td>
<td>Walking to and from wards and pharmacy a number of times daily</td>
<td>To be able to identify, assimilate and consider all factors that impact on the safety and effectiveness of drug therapy including drug interaction, patient organ function, patient age, size and weight etc.</td>
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<td>Manual handling skills</td>
<td>Moving pharmacy stock items including infusion boxes, ward drug boxes etc</td>
<td>Attention to detail when reviewing, dispensing and checking prescriptions, therapeutic monitoring calculations, Parenteral Nutrition requests, cancer chemotherapy calculations, dealing with medicines information enquiries etc.</td>
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<td>To have and to utilise a high level of numeracy skills, and be accurate in all calculations</td>
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<td>To understand and appreciate all risks associated with handling all classes of medicines, including cancer chemotherapy agents, medical gases and intravenous medicines</td>
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Recall of knowledge required to make safe and effective clinical decisions

Emotional demands
Fitting patient focussed care into allocated time when also needed in department

Stress of working in a busy environment, under pressure for work output (e.g. prescriptions, information etc) with frequent interruptions

Looking after pharmaceutical requirements of unwell/terminal patients

Counselling distressed patients or carers

Exposure to distressing/emotional circumstances
Dealing with difficult working conditions:-
  - exposure to unpleasant/hazardous circumstances found in department/wards (e.g. smells, drug spillages etc)
  - excessive heat or cold - dept. temperatures poorly controlled
  - exposure to aggressive/demanding patients or carers
  - lone working whilst providing emergency duty service
  - exposure to infections within ward areas
11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Working to ensure successful patient outcomes with limited information, time constraints and within a stressful environment
- Prioritising and planning the unpredictable workload of the specialist service to meet the patients’ needs.
- The need to interpret complex information and discuss complex drug therapy issues with a range of health care professionals, using professional judgement and experience where there may be limited information available or where information is conflicting.

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

PERSON SPECIFICATION

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| QUALIFICATIONS | Masters degree in Pharmacy or equivalent  
Membership of the GPhC  
Completion of Scottish Hospital Pharmacists Stage II Vocational Training or equivalent experience  
Member of RPS |
| EXPERIENCE | Minimum of two year’s post registration experience  
Good communication skills (verbal, written and formal presentations)  
Ability to work effectively as part of a team, in a pharmacy and multidisciplinary environment  
Experience in supervising and delivering education and training to staff  
Good interpersonal skills  
Evidence of continuing professional development  
Ability to identify and manage risks  
Good Interpersonal Skills  
Accredited Pre-Registration tutor status with NHS Education for Scotland  
Stage II tutor status for ASCP Vocational Training Scheme  
Experience of Emergency Duty Commitment |
| KNOWLEDGE | Good clinical knowledge acquired through training and experience  
Good IT skills/computer literacy  
Proven project/practice research/audit skills  
Demonstrated ability to prioritise and organise daily tasks using own initiative  
Excellent numeracy skills |
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: Specialist Clinical Pharmacist - Acute Medical

Job reference number: 0000053357G

Closing date: 12 October 2018

Vacancy enquiries to: For information specific to the role, contact: Angela McCafferty, 0141 211 4774

Agenda for Change band: Band 7

Salary: Please refer to Agenda for Change Payscale on the following page. All values are per annum (pro rata where applicable). Please note candidates new to the NHS should expect to start at the entry point of the payscale shown.

Hours: 37.50 hours per week

Base: Glasgow Royal Infirmary / Vale of Leven General 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 as 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 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-Moodiesburn corridor).

**Our services**
NHS Greater Glasgow and Clyde provides a full range of Secondary and Tertiary Clinical services, Primary Care, Mental Health and Community services included in which are a number of world-class specialist services.

Find out more about NHS Greater Glasgow and Clyde at [www.nhsggc.org.uk](http://www.nhsggc.org.uk).

If you want to know more about the NHS Scotland, visit [www.show.scot.nhs.uk](http://www.show.scot.nhs.uk).

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

Employee benefits
We offer all our staff excellent benefits including;
- NHS Superannuation pension scheme,
- Child Care Vouchers,
- Bursaries to support education and training,
- Interest free loans to purchase Zonecards for trains, buses, underground and some ferries
- Cycle to work interest-free loans to purchase bicycles and equipment

For more information on the benefits available to NHS Greater Glasgow and Clyde staff, visit www.healthservicediscounts.com.

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

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

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