PAEDIATRIC SUPPORTIVE AND PALLIATIVE CARE
CLINICAL NURSE
Hospital Paediatrics & Neonates
Royal Hospital for Children

Job Reference: 0000055887N
Closing Date: 19 April 2019

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: Paediatric Supportive and Palliative Care Clinical Nurse Specialist

Responsible to: Lead Nurse

Department: Supportive and Palliative Care, Hospital Paediatrics and Neonates

Directorate: Women & Children, NHS Greater Glasgow & Clyde (NHSGG&C)

2. JOB PURPOSE

To work within an evolving Paediatric Supportive and Palliative Care Team, this will be based at Royal Hospital for Children, Glasgow (RHC).

The Paediatric Supportive and Palliative Care Clinical Nurse Specialist is a Children’s registered nurse who has acquired additional specialist knowledge and experience. As well as having completed, or demonstrated the ability to complete higher academic studies, she/he will hold expert skills and competencies required to manage a caseload within agreed boundaries and protocols in line with clinical governance. Entwined around this clinical core are ties of consultancy, teaching, management and research and its application.

It is recognised that the above may be achieved either directly through personal contact with the patient and their family or indirectly through a combination or focus on one of the following: leadership, facilitation, teaching, research.

The post holder will provide expert specialist palliative nursing care, education and support to babies, children, young people (BCYP) and their families. They will be expected to realise their full potential as autonomous practitioners placing BCYP at the centre of care planning within the wider palliative care team.

The post holder will be expected to collaborate closely with the existing palliative services within RHC (Consultant Paediatric Oncologist with a SPIN approved Special Interest in PPM, Paediatric Oncology Outreach Nurse Specialists, Diana Children’s Nurse) and Queen Elizabeth University Hospital (QEUH). Positive relationships will require to be fostered within the proposed National Managed Clinical Network on BCYP End of Life Care (2019).

The post holder will develop the clinical excellence necessary to perform the technical, invasive and physical aspects of care for this defined patient group.

3. ROLE OF DEPARTMENT

The Paediatric Supportive and Palliative Care Team aims to provide an accessible and integrated service, delivering safe, effective person centred palliative care for BCYP and their families with progressive life limiting conditions. The team will ensure that when appropriate, end of life care is provided in the location preferred by BCYP and their families.

The team will take an interdisciplinary approach to managing challenging physical symptoms, as well as the complex psychological, social and spiritual issues that can surround life limiting conditions, working closely with colleagues to support them in providing best possible care.

The team will contribute to establishing a culture and philosophy of high quality palliative care within NHSGG&C through education and training and collaborative working to increase the confidence of staff and improve the care of BCYP with life limiting conditions.
4. ORGANISATIONAL POSITION

- Working Professional
- Line Management

5. SCOPE AND RANGE
The post holder will have a large degree of autonomy and decision making within this role.

- Facilitate the development of excellence in Palliative clinical care and addresses the psycho-social nursing needs of the BCYP in a variety of settings including, out-patient departments, wards, patient's home, hospice etc.
- Act as the Clinical Lead for delivering the Care Assurance Standard (CAS) BCYP Palliative Care Standard and the Excellence in Care agenda in relation to BCYP Palliative Care.
- Provides clinical leadership and expert advice to nursing, medical, Allied Health Professionals and other members of the multi-disciplinary team (MDT), locally, regionally and nationally.

- Drives quality and service improvement in collaboration with the multi-disciplinary team.

- Devises and provides education initiatives to staff, patients & carers and acts as a professional resource to these groups.

- Contributes to the integration of educational initiatives from NHSGG&C, universities, the voluntary sector and other external agencies into the area of expertise; and acts as an expert professional resource.

- There is a requirement for the post holder to be visible and active in the areas where the palliative need is greatest. This means the post holder will work clinically and this will be delivered flexibly from week to week.
Clinical hours may be delivered in a range of locations throughout the hospital and occasionally in community settings.

The post holder will not participate in an out of hours service initially, however it is expected that a future hospital based on call service will be provided as the service evolves.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Clinical

1. Plan, manage and prioritise own caseload autonomously.
2. Liaise daily with the wider palliative team, wider speciality teams, community teams and Children's Hospices Across Scotland’s (CHAS) teams.
3. Provide practical and emotional support to BCYP and their families at the time of recognising palliative needs and from there on when support is required.
4. Actively involve BCYP and their families in decisions about their care, further service direction and delivery.
5. Regularly facilitates the role of Coordinator in Anticipatory Care Plans (ACP) and supports those other professionals in their role of ACP Coordinator when required.
6. Actively promotes the early adoption of Anticipatory Care Planning when recognising the changing needs of a BCYP deteriorating condition. Coordinating effective symptom management plans to anticipate expected distressing symptoms and advise on appropriate medication, dose, route and community supply.
7. Expertly practice across all age ranges and specialities across hospital paediatrics and neonates.
8. Facilitate appropriate choices for preferred place of care at end of life, coordinating transfer out of hospital to the hospice or home environment when reorientation of care has been medically agreed.
9. Facilitating high quality nursing and psychosocial care for families where compassionate extubation takes place in the hospital, home or hospice environment, ensuring parallel planning is implemented for all potential outcomes post extubation.
10. Ensuring equity of highest quality care provision across all care settings, not promoting one over the other therefore allowing families to make person centred choices regarding preferred place of care and death.
11. Expert knowledge of pharmacology within BCYP end of life care is required.
12. Coordinates and facilitates multi-disciplinary and multi-agency review meetings when changes are recognised in a BCYP's condition and care needs.
13. Ensure nursing care is individualised to encompass physical, emotional, psychological, spiritual, cultural needs of the BCYP and family.
14. Work collaboratively with the multidisciplinary team (MDT) to achieve high quality care.
15. Work collaboratively to promote seamless care and service for BCYP and families irrespective of place of care.
16. Coordinate the education of children, young people and their families to acquire new skills as needed e.g. care and management of naso-gastric tubes or gastrostomies, oxygen therapy, non-invasive ventilation, tracheostomy care and invasive ventilation or care of central venous lines etc.
17. Effectively risk assess the care required at home in conjunction with the community teams. Ensure care is conducted in a safe and secure environment and in accordance with local policy.
18. Coordinate the out of hour's care that is required in the community setting working collaboratively with the services available to contribute in its delivery.
19. Report concerns regarding child protection within any care setting to the appropriate agency.
20. Supports the BCYP and family as they move between care settings. The post holder provides consistent and specialist presence in changing surroundings.
21. Promote seamless transition into adult care services for Young Adults and their carers.
22. Promote follow-up bereavement support utilising the existing services within NHSGGC of Child Bereavement UK and refer to specialist services as indicated.
Management

1. The post holder will be responsible to the Lead Nurse for clinical guidance and professional management, work review and formal appraisal of performance. Organises own time and that of staff within remit, as appropriate, in line with agreed job plan.
2. Actively contribute to all aspects of service development and design.
3. Provides expert advice and support on the purchasing and commissioning of resources relating to the specialty.
4. Responsible for maintaining nursing patient records in line with Nursing and Midwifery council (NMC) standards, ensuring high quality of record keeping within area of responsibility.
5. Responsible for the development, implementation, reviewing and updating clinical policy, protocols and procedures for paediatric palliative care.
6. Works within the National Health Service (NHS), NHS Greater Glasgow and Health & Safety Executive (HSE) Legislation, Policy, Guidelines and Procedures.
7. Adheres to lone working policy.

Training & Education

All education and training will be underpinned by the 5 domains identified within the NES Palliative and end of life care: enriching and improving experience.

1. Contribute to and support educational needs of pre/post registration nursing, medical staff and students in regards to palliative care.
2. Ensure ongoing personal and professional educational needs are identified and met.
3. Participate and promote attendance at regional/ national Palliative Care events in order to further knowledge and share best practice.
4. Support the nurse educator in participation of regular teaching sessions.
5. Participate in the mentorship of students and staff.
6. Facilitate professional development of other nursing staff within the hospital.
7. Develop and support a Palliative Care specialist knowledge base and clinical competence which will be shared to provide professional advice and support to staff in all departments.
8. Contribute to the education and training of children and families both within the clinical area and at home, to provide a smooth transition from hospital to home care.

Research

1. Be aware of research findings within Paediatric Palliative Medicine (PPM) and subsequent relevance and action required to service.
2. Promote research awareness and evidence based care.
3. Practice within the research governance framework to support audit of practice – locally, nationally and internationally. Initiate and develop audits of service delivery and implementation of findings to improve patient care.
4. Actively leads and supports Quality Improvement projects in relation to paediatric palliative care.

7. SYSTEMS & EQUIPMENT

1. A sound knowledge is required of all relevant medical devices in all clinical areas including home setting.
2. Such items include external patient monitoring equipment, syringe drivers, sub cutaneous pumps, feeding pumps and moving and handling equipment etc.
3. Post holder will require to access an electronic patient information system to input and retrieve data.
4. Strict adherence to GDPR and confidentiality policies will be required when working collaboratively across agencies.
5. Responsibility for the safe keeping for all NHSGGC equipment used in the home

8. DECISIONS AND JUDGEMENTS

1. Post holder will be expected to function autonomously and will expertly advise junior staff and MDT’s.
2. They will be responsible for assessing BCYP and families in crisis situations in home and in hospital.
3. and potentially will be required to appropriately alter Symptom Management Plans, advising on changes to medications in conjunction with medical support.
4. Post holder will be expected to provide specialist symptom telephone advice to BCYP and their families and other health care professionals.
5. To determine when to refer to other health care professionals or statutory and voluntary services.
6. Identify and respond to child protection issues as per the child protection guidelines.
7. Assist in the development of division policies and procedures

13. COMMUNICATIONS AND RELATIONSHIPS

1. Communicate and liaise with the BCYP, family and the MDT involved in the provision of care. This includes providing and receiving sensitive/ highly complex or contentious information and dealing with barriers to understanding.
2. Excellent communication and interpersonal skills are required for fostering productive, respectful relationships with the multiple specialities and agencies involved in providing effective palliative care to BCYP and their families.
3. Communication may be verbal, written or electronic. All communication is underpinned by the general rules of professional accountability, data protection act, Caldicott legislation and Human Rights legislation
4. Establishes a good relationship with BCYP and their family, visiting as required providing expert support and advice
5. Post holder will communicate and liaise with the BCYP and families as well as the multidisciplinary team involved in the provision of care.
6. Post holder will work closely with Consultant colleagues and participate in difficult decision making.
7. Co-ordinate the provision of timely information ensuring it is appropriate to the developmental stage of the child. The post holder has the responsibility to order, maintain and distribute supplies of appropriate literature.

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

Physical Skills

1. Preparation and administration of medication at home.
2. Use of syringe pumps and infusions, preparation of morphine infusions, care of Hickman lines and Portacaths.
3. Care of PEG and nasogastric feeding tubes.
4. Clinical competencies in tracheostomy, non invasive and invasive ventilatory care
5. Insertion of portacath needles.
7. Administration of subcutaneous injections
8. Venepuncture and intravenous cannulation

Environmental

1. Driving in all conditions, map reading/sat nav skills are also advantageous.
2. In time: Weekend work and on-call responsibility.
3. Moving and handling loads, delivery and uplift of all types of equipment
4. Transportation of equipment between hospitals / car and family’s home.
5. Autonomous working with BCYP and their families with complex and challenging symptoms in domestic situations.
6. Rapid decision making skills in challenging environments.
7. Managing competing caseload priorities day to day.
8. Managing very intense emotional issues on a daily basis.
9. Retention and communication of knowledge and information.
10. Concentration and action when observing and managing BCYP and family with unpredictable behaviour and clinically unstable conditions in the home environment.
12. Supporting junior staff colleagues
13. Being present and supporting families during mortuary visits.

Emotional Demands

1. Assuming role of key worker.
2. Communicating with distressed/anxious patients and their families.
3. Caring for the BCYP through the unstable, deteriorating and dying phases of their condition
4. Communicating news of a deteriorating illness and the need for end of life care.
5. Communicating with family and MDT to advise that a BCYP has died.
6. Being present with and care for, patients and families during and following receipt of bad news.
7. Taking a lead role in the management of a family's emotional/ psychological well-being and knowing when to refer on to specialist services if required.
8. Exposure to verbal, physical, aggressive and threatening behaviour.
9. Dealing with multiple agencies co-ordinating a BCYP’s care in the community.
10. Having the ability to recognise a deteriorating situation and act accordingly.

Working Conditions

1. Prioritise workload and co-ordinate visits in an organised manner.
2. Making difficult decisions and judgements.
3. Potential exposure to infectious diseases and body fluids.
4. Having to negotiate visits in all weather conditions.
5. Ability to adapt to extremes of cleanliness and conditions within families’ homes and deliver an aseptic technique within the various environments.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

1. Ensuring reflective practice and professional boundaries are prioritised in the post holders own practice, promoting a healthy work life balance. This must be prioritised in order to consistently deliver the significant demands of this role.
2. Balancing and managing the competing priorities of a demanding workload on a daily basis in a continually changing environment.
6. Ability to meet families for the first time in acute environments and sensitively lead discussions regarding end of life care choices.
7. Delivering expert, specialist, evidenced based palliative nursing care in a wide range of settings.
8. Working as the key worker within palliative/ end of life care situations
9. Maintaining up-to-date clinical skills and knowledge.
10. Being presented with new situations every day and adopting a 'can do' problem solving approach to resolving them.
11. Achieving adequate symptom control in distressing conditions to provide individualised care.
12. Taking a coordinating role in the emotional support that families require in times of crisis.
13. Supporting colleagues working in distressing situations.
14. Working as an autonomous practitioner providing evidence-based nursing care appropriate to the patient's needs.
15. Developing own specialist interests enhancing the provision of the service available from the team.
16. Proving support to other health care professionals in dealing with the death of a child at home or in the hospital

ATENDANCE AND PARTICIPATING IN MEETINGS
Internal
Attendance at weekly Hospital Grand Round, PICU Grand Round, Oncology On Treatment meeting, MSNCYPC Palliative Care MDT and Monthly West of Scotland Hospital Palliative Care meeting. Attendance and participation in other subspecialty meetings e.g. neurology, cardiology, respiratory will be developed and tailored to the need of the service

External
Active participation within the Scottish Children and Young Peoples Palliative Care Network SCYPPCN will be required to network effectively with other clinicians across Scotland. The post holder will be able to share good practice across Scotland via the network.
Primary Health Care Team Meetings
Other relevant external agencies – education, social services, housing, voluntary agencies, charitable agencies, funeral directors.

Both these internal and external lists are not exhaustive and will change and evolve over time.

12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB
• First Level Children’s Registered Nurse with a minimum of 5 years post registration experience.
• Two years experience in a senior nursing role in the specialty at a Band 6 or Senior
• Holds or is working towards a degree level qualification.
• As appropriate to area of clinical practice, successfully complete the agreed training pathway and clinical competencies required to fulfil the CNS role.

SEE PERSON SPECIFICATION APPENDIX 1.
**NHS GREATER GLASGOW & CLYDE**  
**WOMEN & CHILDREN DIRECTORATE – ROYAL HOSPITAL FOR CHILDREN**  

**PERSON SPECIFICATION FORM**  

**PAEDIATRIC SUPPORTIVE AND PALLIATIVE CARE CLINICAL NURSE SPECIALIST**  

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<thead>
<tr>
<th>Professional Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Registered on part 1 of the NMC register RN8 Children’s Nurse</td>
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<tr>
<td>Education</td>
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<tr>
<td>Degree in nursing or related subject</td>
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<td>Specialist qualification/post registration training in specialty</td>
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<tr>
<td>Masters degree in nursing or related subject</td>
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<td>Completion/undertaking of V300 Independent Prescribing course</td>
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<td>Experience</td>
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<tr>
<td>Post registration clinical experience - 5 years (minimum), 2 years in senior position</td>
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<td>Track record in mentorship and preceptorship</td>
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<td>Knowledge of child protection systems</td>
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<td>Experience of interagency work</td>
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<td>Experience of policy development</td>
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<td>Evidence of ongoing professional development</td>
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<td>Experience of standard setting and auditing</td>
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<td>Experience of policy development</td>
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<td>Evidence of undertaking audit</td>
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<td>Evidence of applying evidence based practice</td>
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<td>Research experience</td>
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<td>Able to use evidence in practice and teaching</td>
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<td>Publication record</td>
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<td>National profile</td>
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<td>Knowledge of community nursing and resources</td>
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<td>Knowledge and awareness of interagency structure</td>
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<td>Knowledge of health and safety systems</td>
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<td>Experience of conflict and complaints handling</td>
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<td>Knowledge of management for recruitment, selection, appraisal, discipline, grievance, absence and performance systems</td>
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<td>Knowledge of clinical incident reporting systems</td>
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<td>Knowledge of control of infection systems</td>
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<td>Knowledge of risk assessment systems</td>
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<th>Skills</th>
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<tr>
<td>Experience of palliative and end of life care</td>
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<td>Evidence of clinical leadership skills</td>
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<td>Manual handling skills</td>
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<td>Resuscitation skills</td>
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<td>Mentorship and preceptorship skills</td>
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<td>Excellent communication skills in all methods of communication</td>
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<td>Evidence of management skills</td>
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<td>Driving licence</td>
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<td>Interview skills</td>
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<td>IT skills</td>
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<td>Supervisory and team leader skills</td>
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<td>Health and safety management skills</td>
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<td>Clinical incident reporting management skills</td>
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<td>Risk assessment skills</td>
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<th>Qualities</th>
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<td>Ability to work autonomously and in teams</td>
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<td>Pleasant and positive attitude</td>
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<td>Ability to motivate others</td>
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<td>Self-starter</td>
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<td>Ability to maintain professional boundaries</td>
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<td>Ability to take the lead role in any discussion and hold your own with senior colleagues</td>
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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: Paediatric Supportive and Palliative Care Clinical Nurse
Job reference number: 0000055887N
Closing date: 19 April 2019
Vacancy enquiries to: For information specific to the role, contact: Diane King, 07966945882
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: Royal Hospital for Children
Contract type: Permanent
Annual leave: The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable.
Superannuation: All employees are automatically enrolled in the Scottish Public Pensions Agency.
Healthcare Support Workers: All NHS Scotland postholders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers.

Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues. Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.

Smokefree policy: NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds.
Equal opportunities: NHS Greater Glasgow and Clyde is an equal opportunities employer.
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.

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

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

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

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

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

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

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