CHARGE NURSE - BAND 6

Information Pack

Post Reference No: LR/78/19

Closing date: Monday 15 July 2019
Welcome from Grant Archibald, Chief Executive, NHS Tayside

Thank you for your interest in this post. As you’ll see we have put together some information on this site both about NHS Tayside and where we are located in Scotland. I hope that you find this useful and that you translate your interest in this post into a formal application.

NHS Tayside has a strong track record in delivering high-quality, safe and effective care for all our patients. However, like other NHS Boards across Scotland, NHS Tayside is facing significant challenges including growing demand for all services, workforce challenges that are impacting upon how we deliver services and continuing pressures on our finances.

In response to these challenges, NHS Tayside has embarked upon a programme of transformation to ensure that services are safe, affordable and, importantly, sustainable for the future.

**Transforming Tayside** aims to deliver Better Health, Better Care, Better Workplace and Better Value for the population of Tayside.

The programme is clinically-led and is being delivered in partnership with our staff and trade unions and our local health and social care partnerships. It is structured to respond to issues and make changes to services in the short to medium-term, as well as presenting an ambitious vision of transformation for Tayside in the longer term. It will provide clear and credible choices for transforming the future of local healthcare.

A new, innovative leadership model for clinical directorates is now in place to drive the changes necessary in health and social care across the whole system. Clinicians are taking the lead to design and provide evidence-based models of care which are safe, accessible, effective and person-centred in the Transforming Tayside programme.

Innovation and research are at the forefront of what NHS Tayside stands for and we are proud to have established the first academic health science network in Scotland, jointly supported by the Scottish Government and the University of Dundee. The Academic Health Science Partnership in Tayside brings together the delivery of healthcare services, education, quality improvement and research with the purpose of improving the health of patients.

NHS Tayside, alongside the Academic Health Science Partnership, has welcomed funding announced in the Tay Cities Deal to grow the Tayside Biomedical Cluster. The project aims to make the region one of the most attractive and sought after biomedical locations in the UK. A £25million investment to grow the Tayside Biomedical Cluster was one of the projects announced to receive investment in the Tay Cities Deal Heads of Terms Agreement. The funding will stimulate a step change in innovation-led growth and create new jobs for the region.

The final thing I would like to say to any potential applicant is that Tayside occupies an enviable location on the east coast of Scotland with rivers, hills, mountains and rolling countryside right on our doorstep, as well as vibrant urban areas. The V&A Museum of Design in Dundee is an international centre of design and the centrepiece of Dundee’s innovative new waterfront development. This, along with Tayside’s great links to all other major cities in Scotland, means the area can offer employees plenty of choice when it comes to both accommodation and opportunities of things to do in the pursuit of the right work-life balance.

We would be delighted to hear from you should you have any questions or require any further information regarding the post.

Grant R Archibald, Chief Executive of NHS Tayside
NHS TAYSIDE VISION, AIM AND VALUES

Our Vision

Everyone has the best care experience possible

OUR VALUES

Care and Compassion

Dignity and Respect

Openness, Honesty and Responsibility

Quality and Teamwork

To find out more about NHS Tayside visit our website at:

http://www.nhstayside.scot.nhs.uk/index.htm
NHS Tayside is responsible for delivering healthcare to more than 415,000 people living in Tayside. We employ around 14,000 staff and provide a comprehensive range of primary, community-based and acute hospital services for the populations of Dundee City, Angus and Perth & Kinross. Our annual budget is now circa £910 million of public money which works out at around £2.5 million spent by NHS Tayside for every day of the year.
Within NHS Tayside and based on the western edge of Dundee, Ninewells Hospital is one of the largest teaching hospitals in Europe. It is internationally renowned for introducing laparoscopic surgery to the UK as well as being a leading centre in developing fields such as the management of cancer, medical genetics, cardiovascular disease, diabetes, informatics, neuroscience and imaging.

Our hospital sites across Tayside also have nursing and research links with the University of Dundee and University of Abertay, Dundee.

In Tayside, we have 83,000 admissions every year, which is made up of 66,000 inpatient admission and 17,000 ‘same’ day procedures. We also see 1,030,000 outpatient attendances annually.

In addition, at the heart of health services in our communities are our GP and primary care services which are there supporting our patients and their families where they live and work.

Health and Social Care Partnerships

There are three Health and Social Care Partnerships in Tayside: Angus; Dundee; and Perth and Kinross.

NHS Tayside works very closely with colleagues in the partnerships as they provide a range of adult health and social care services to our local communities.

Academic Health Science Partnership in Tayside (AHSP)

NHS Tayside has embarked on a major collaborative initiative, Academic Health Science Partnership in Tayside (AHSP). It is the first Academic Health Science Network in Scotland with an ambition to transform healthcare locally and globally at the time when it faces many difficult challenges.

Building upon the success of previous University of Dundee and NHS Tayside collaborations, AHSP is bringing together the delivery of healthcare services, education, quality improvement and research with the purpose of improving the health of patients through more effective integration of these functions in routine practice.
LIVING IN TAYSIDE

Discover award-winning towns and cities, breathtaking beaches and alluring countryside. Historically rich and home to Scotland’s longest river, Tayside is an innovative and exciting place to begin or expand your career.

Dundee, Angus and Perth and Kinross make up this vibrant region - between them offering the perfect blend of city, country and coastline. In fact, you can easily enjoy the tranquility and scenery of neighbouring towns and villages within reach of the region’s cities of Dundee and Perth.

Find out more about living and working in Tayside at:

www.dundeecity.gov.uk

www.angus.gov.uk

www.pkc.gov.uk
Education in Tayside

In Tayside there are a host of schools, both public and private and excellent colleges and universities making Tayside a family friendly location.

Housing in Tayside

Whether you want to live in the rural countryside or one of Tayside’s vibrant cities or towns, you’ll have a variety of housing choices, many below the national average house price. For more information about housing in Tayside, visit the Tayside Solicitors Property Centre and/or Perthshire Solicitors Property Centre websites:

http://www.tspc.co.uk/

http://www.pspc.co.uk/

Getting around

There are excellent connections to and within the region. It only takes approximately 30 minutes to drive between Dundee and Perth and just over an hour between Dundee and Edinburgh, Aberdeen and Glasgow.

Travelling and commuting within Tayside is easy by road, bus or train. Dundee’s regional airport offers daily flights to London Stansted in addition to private and leisure flights. The international airports at Edinburgh, Glasgow and Aberdeen will ensure you are connected from Scotland to the rest of the world.
NHS TAYSIDE – AGENDA FOR CHANGE
JOB DESCRIPTION

1 JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Band 6 (1st or 2nd Level Registered Nurse)</th>
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</thead>
<tbody>
<tr>
<td>Department(s)/Location</td>
<td>Surgery &amp; Oncology Clinical Group/Ward</td>
</tr>
<tr>
<td>Number of Job Holders</td>
<td>2</td>
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</tbody>
</table>

2 JOB PURPOSE

As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients. The post holder will contribute to the continuing development of clinical practice and continuing professional development of the nursing team.

In the absence of the ward manager ensure standards of practice are maintained and that staff deliver safe and effective care within their scope of practice.

3 ORGANISATIONAL POSITION

Manager            Director of Nursing & Patient Services
Senior Charge Nurse/Team Leader
Registered Nurse Band 6 (this post)
Registered Nurse
Nursing Auxiliary

4 SCOPE AND RANGE (please complete as appropriate to specific area)

To provide a high quality, safe and supportive environment in order to care for patients/clients/carers/relatives/staff within the Surgery & Oncology Clinical Group to meet identified care needs.

The post holder may be required to provide care in the following types of environment:

- Ward
- Outpatient department
- High Dependency Unit/Coronary Care Unit
- Endoscopy
- Nurse-Led Clinic / Day Patient Areas

The post holder has responsibility for:

Staff Management/Supervisory responsibilities
- Staff management/supervisory responsibilities for new staff, junior staff, junior doctors, learners and support workers within and outwith the direct clinical area on a regular basis
- Provide mentorship and preceptorship
- Provide direct supervision, delegate and allocate work
- Act as expert resource for clinical group with bleep holder responsibilities
- Participate in recruitment and retention of staff
- Participate in attendance management completing return to work interviews
- Provide performance appraisals and development of PDP plans for staff
- Participate in investigatory/disciplinary issues
- Ensure general and specific risk assessments are completed and actioned

**Budgetary Responsibilities**
- Contribute to and influence effective use of the human, financial and physical resources within area of work

### 5 MAIN DUTIES/RESPONSIBILITIES

**Care Delivery**

1. Responsible for ensuring and supporting the nursing team to assess care needs and develop, implement and evaluate programmes of care for patients whose needs may be predictable or unpredictable and/or unstable and changing to ensure delivery of a high standards of care
2. Responsible for managing a defined caseload working within professional guidelines
3. Demonstrates ability to develop ways of working to improve practice in the assessment and development of care programmes
4. Ability to establish and maintain effective communication with various individuals and groups on complex and potentially stressful matters in a range of situations
5. Support and involve patients/clients/carers and relatives in the planning and delivery of individualised care
6. Contribute to the development of systems that support and involve patients/client/carers and relatives in the planning and delivery of individualised care
7. Ensure that standards for record keeping are maintained in order that the patient record is reflective of their current care needs and demonstrates the delivery of high quality evidence based care
8. Effectively contribute to infection control policy and practice.

**Management/Leadership**

9. Demonstrate ability to lead work teams to co-ordinate and prioritise workload ensuring that the interests of patients/clients are met.
10. Contributes to the effective use of physical, human and financial resources.
11. Demonstrate the ability to assess the support and supervision requirements of new/junior staff/learners and support workers and ensure that these needs are met
12. Demonstrate ability to lead on change in practice, initiate discussion and debate to influence quality improvement in practice
13. Actively contribute to and lead effective teamwork and healthy working relationships
14. Demonstrate ability to promote best practice in health, safety and security by undertaking risk assessment, acting on any identified risks in accordance with local policy
15. Deputise in the absence of the G Grade for the management of physical, human and financial resources and standards of care to ensure smooth running of the area.
16. Contribute to the recruitment and retention of staff.
17. Facilitate staff to effectively manage complaints and incidents.
## Education & Continuing Professional Development

18. Contribute to the development of personal and career development plans to maintain and develop attitudes, skills and knowledge facilitating personal and professional growth of the nursing team in order to maximise contribution to service delivery.

19. To provide performance review and development supporting the personal and professional growth of the nursing team in order to maximise contribution to service delivery.

20. Contribute to the development of local educational packages optimising the learning environment for registered and non-registered nursing staff including basic and post-basic students.

21. Ensure standards for mentorship for learners and junior staff are implemented, monitored and evaluated

## Quality/Research and Development

22. Demonstrate ability to lead on a specific aspect of research and contribute to and participate in supporting ongoing research in nursing practice.

23. To work within an ethical and legal framework, ensuring the nursing team utilise defined policies, procedures, standards and protocols of the department, organisation and NHS Tayside to promote safe and effective evidence based practice and contribute to quality improvement.

24. Contribute to the development, implementation and evaluation of evidence based policies, procedures, guidelines and nursing practice

25. Influence and support implementation of the organisations Clinical Governance framework.

## COMMUNICATIONS AND RELATIONSHIPS

Communicates continuously on routine, complex and potentially stressful matters with a wide range of health and social care workers, patients, families other relevant departments/agencies utilising a wide range of media such as telephone, verbal and written communications and overcomes any difficulties in communication with people involved identifying, negotiating and ensuring appropriate actions are executed. Demonstrate sensitivity and empathy when communicating with people.

Establish and maintain relationships based on mutual respect communicating on a regular basis with the patient/relatives/multidisciplinary team and external agencies involved in the provision of care.

## KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Part 1 or 12 of the NMC register
Evidence of ongoing professional development, working towards degree or equivalent experience
Ideally postholders should have a minimum of 2 year’s experience at Band 5 within relevant area.
Ability to lead teams, use own initiative and work effectively as part of a multiprofessional team.
Basic information technology skills
The Registered Nurse is expected to have the knowledge and skills necessary to use all equipment safely in the area. Examples of equipment and machinery used

The Registered Nurse is responsible for ensuring that self and others have the knowledge and skills to use, maintain and store equipment safely. Ensure that all staff adhere to local policies and procedures and contribute to the development of local policies and procedures.

**Information Technology**

- Duty rostering systems
- Central vision laboratory system
- Literature Reviews
- TOPAS
- Internet
- Electronic Discharge
- Word Processing
- Database management
- Bed Management/patient acuity system (WARDWATCHER)
- Patient management system (INSITE)
- Pharmacy treatment management system
- Electronic stock ordering
- Report incidents via Adverse Incident Management System
- Fax, internet, intranet, e-mail

**Manual Handling**

- Mechanical aids e.g. Hoists, ambulifts
- Trolleys
- General manual handling equipment e.g., Slide aids
- Specialised Beds
- Wheelchairs
- Infusion stands
- Bedpans
- Commodes
- Rope ladders
- Pressure relieving equipment

**Near Patient Testing**

- Blood Pressure monitoring
- Blood glucose monitoring
- Chemical Reagents
- Pulse Oximetry
- Cardiac Monitoring
- Invasive Monitoring
- Bladder scanning
- Telemetry

**Medical Devices**

- Patient Controlled Analgesia
- Electrocardiograph Equipment
- Infusion Devices
- Scanning Equipment
- Cardiac Monitors
- Pacing boxes
- Epidural equipment
- Dopplers
- Handling and maintenance of endoscopes
Examination equipment
Surgical Instruments
Controlled feeding pumps
Central Venous Pressure lines
Arterial lines
Vacuum assisted wound closure equipment

Treatments

Oxygen therapy
Non-Invasive ventilation
Tracheostomy Care
Basic life support and airway adjuncts
Suctioning
Humidification
Hyperbaric treatments
Surgical drain care
Nebulisers
Mechanical Ventilation
Epidural analgesia
Bladder installation
Intra arterial thrombolysis

RESPONSIBILITY FOR RECORDS MANAGEMENT

All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 1937. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.
PHYSICAL DEMANDS OF THE JOB [insert as appropriate to area) Please indicate level/ frequency/ weight /duration. Examples could be:-

Physical Skills: Several times per shift

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.
Insertion of urinary catheters/naso-gastric tubes
Removal of sutures/staples.
Bladder irrigation
Simple and complex wound care
Surgical drain care
Insertion of venous access devices
Drug Administration
Male Catheterisation
Bladder scanning
Bladder lavage
Stoma Management

Physical Demands: Several times per shift

Patient movement with use of mechanical aides, manoeuvre patients
Push trolley’s, wheelchairs, patients’ lockers
Stand/walking for the majority of shift.
Occasional restrictive movement to treat patients, e.g., stooping to apply complex dressing post surgery/ working around equipment, assisting medical staff with procedures.
Application of antithrombolytic stocking pre operatively
Optimising bed capacity and demand
Streamlining patient throughput, maintaining safety and recognising patient acuity
Inter and intra hospital transfer of critically/acutely ill patients
Transfer of patients to and from operating theatre
Boarding patients to other wards
Optimising bed capacity and demand
Streamlining patient throughput, maintaining safety and recognising patient acuity.

Mental Demands: Several times per shift

Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members.
Concentration required when observing patient behaviours which may be unpredictable
Challenging the values/beliefs/decisions of multi-professional teams and taking appropriate action.
Balancing demands of the bleep holder responsibilities whilst carrying a caseload of patients.
Balancing demands of supporting team whilst carrying caseload of patients.
Balancing demands of responsibility for whole clinical area whilst maintaining quality of care for own patient caseload.
Balancing Clinical/Managerial/Administrative demands on time.
Maintaining high level and consistent professional behaviour in unpredictable and stressful situations.
Ability to react swiftly and appropriately to sudden changes in patient clinical conditions, environment of care and optimising bed capacity.
**Emotional Demands: Several times per shift**

- Communicating with distressed/anxious/worried patients/relatives.
- Caring for the terminally ill.
- Caring for patients following receipt of bad news.
- Dealing with patients with severely challenging behaviour
- Caring for patients following receipt of bad news.
- Caring for patients with altered body image
- Managing aggressive patients
- Care of patients with special needs,
- Care of the critically/acute-ill
- Supporting all team members with personal and professional issues
- Supporting all team members with the emotional burden of professional, managerial and public expectations of health care services
- Caring for families/carers following sudden/unexpected death of patient.
- Caring for patients/families/carers faced with major postoperative complications delaying recovery.

**Working Conditions:**

- Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (several times per shift)
- Exposure to verbal aggression (one to two times per month)
- Maintain standards of care in unpredictable situations including skill mix, staffing levels, patient dependency (every shift)
- Exposure to infected and infectious materials and patients.
- Shift patterns, Day and Night Rotation
- Temperature
- Exposure to physically aggressive behaviour (one/two times per week)
- Exposure to physical aggression (one/two times per week)
- Exposure to substances hazardous to health.
- Cramped working conditions.
- Exposure to portable X-rays/guided imagery/radiotherapy/cytotoxic agents

10 **DECISIONS AND JUDGEMENTS**

The Registered Nurse will be responsible to the Senior Charge Nurse for guidance and professional management, work review and formal appraisal of performance.

The Registered Nurse has responsibility for the day-to-day management of nursing team and clinical standards working within professional guidelines.

The Registered Nurse has responsibility for managing a defined caseload working within professional guidelines.

The Registered Nurse will be responsible for supporting the nursing team to assess, monitor, evaluate and interpret patients’ condition.

Deputise in the absence of the Band 7 for decisions relating to the management of physical, human and financial resources.
### MOST CHALLENGING / DIFFICULT PARTS OF THE JOB

Effective management and prioritisation of competing demands within an unpredictable environment

Balancing the demands of all stakeholders to provide an efficient, safe and effective service

Deputise in the absence of the Band 7 to ensure effective management of physical, human and financial resources and standards of care in the clinical area.

### JOB DESCRIPTION AGREEMENT

The job description will need to be signed off using the attached sheet by each postholder to whom the job description applies.
### Person Specification

**POST REF NO:** LR/78/19  
**JOB TITLE/BAND:** CHARGE NURSE, BAND 6  
**LOCATION:** WARD 10, NINEWELLS HOSPITAL  
**HOURS:** FULL TIME & PART TIME HOURS CONSIDERED

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<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF EVALUATION</th>
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<tbody>
<tr>
<td><strong>EXPERIENCE:</strong></td>
<td>Previous post registration experience at Band 5 level within relevant area.</td>
<td>Ability to lead teams, use own initiative and work effectively as part of a multi-professional team.</td>
<td>Application &amp; Interview</td>
</tr>
<tr>
<td><strong>QUALIFICATIONS:</strong></td>
<td>First level nursing qualification with first degree or other qualification equivalent to level 9 of Scottish Credit and Qualifications Framework (SCQF).</td>
<td>Appropriate part of NMC Register relevant to area.</td>
<td>Application &amp; Interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evidence of relevant CPD</td>
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<tr>
<td><strong>KNOWLEDGE &amp; SKILLS:</strong></td>
<td>Ability to maintain professional and personal credibility across all staff groups.</td>
<td>Knowledge of current national/local health care programmes/initiatives</td>
<td>Application &amp; Interview</td>
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<td></td>
<td>Ability to lead and manage teams, and work effectively as part of a multi-professional / multi-agency team.</td>
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<td></td>
<td>Basic IT skills</td>
<td></td>
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</tr>
<tr>
<td><strong>PERSONAL QUALITIES:</strong></td>
<td>Integrity</td>
<td>Personal motivation and enthusiasm for the development of nursing, patient care and the</td>
<td>Application &amp; Interview</td>
</tr>
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</table>

Person Specification 08.15
| enhancement of the patients experience of care. |
| Responsible and constructive behaviour |
| Shows willingness to change and learn from mistakes |
| Demonstrates self-belief and 'can do' attitude |

**OTHER:**

| Ability to travel to other locations to attend training, meetings, etc. |  |  |

Person Specification 08.15
General Information

POST REF NO: LR/7/8/19
JOB TITLE/GRADE: CHARGE NURSE, BAND 6
LOCATION: WARD 10, NINEWELLS HOSPITAL, DUNDEE

<table>
<thead>
<tr>
<th>Conditions of Service</th>
<th>The terms and conditions of service for this post are those determined by the NHS Staff Council.</th>
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</thead>
<tbody>
<tr>
<td>Remuneration</td>
<td>The current salary scale for the post is £30,401 to £38,046 per annum (pro rata for part-time staff). Placing on the scale on appointment is normally at the minimum but may be higher subject to verification of previous relevant service. Salary is paid monthly by Bank Credit Transfer.</td>
</tr>
<tr>
<td>Hours of Duty</td>
<td>The hours of the post are: full time and part time hours considered – with day/night rotation. The contracted weekly hours may be worked over any reference period, e.g. 150 hours (pro rata for part time staff) over four weeks or annualised hours, with due regard for compliance with employment legislation, such as the Working Time Regulations. Start and finish times will be determined by the needs of the service.</td>
</tr>
<tr>
<td>Superannuation</td>
<td>New employees are automatically enrolled into the NHS (Scotland) Superannuation Scheme, but may opt out later should they choose. The pension scheme is provided by Scottish Public Pensions Agency. All benefits are explained on the SPPA website <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a> Employee contribution rates with effect from 1 April 2019 are as follows:</td>
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<table>
<thead>
<tr>
<th>Annual Pensionable Pay (Full-time equivalent)</th>
<th>Contribution</th>
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<tbody>
<tr>
<td>Up to £17,864</td>
<td>5.2%</td>
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<tr>
<td>£17,865 to £23,112</td>
<td>5.8%</td>
</tr>
<tr>
<td>£23,113 to £28,747</td>
<td>7.3%</td>
</tr>
<tr>
<td>£28,748 to £53,025</td>
<td>9.5%</td>
</tr>
<tr>
<td>£53,026 to £75,703</td>
<td>12.7%</td>
</tr>
<tr>
<td>£75,704 to £116,360</td>
<td>13.7%</td>
</tr>
<tr>
<td>£116,361 and above</td>
<td>14.7%</td>
</tr>
</tbody>
</table>

Contributions are subject to tax relief and reduced National Insurance contributions. NHS Tayside also makes a substantial contribution towards scheme benefits – currently around 20.9% of basic pay.
| **Annual Leave** | On appointment = 27 days (pro rata for part-time Staff) or 5.4 weeks per year.  
After 5 years aggregated service = 29 days (pro rata for part-time staff) or 5.8 weeks per year  
After 10 years aggregated service = 33 days (pro rata for part-time staff) or 6.6 weeks per year  
Public Holidays = 8 days (pro rata for part-time staff) or 1.6 weeks per year |
| **References** | All offers of appointment are subject to receipt of two satisfactory references. |
| **Occupational Health Clearance** | All offers of appointment to new entrants to the National Health Service are subject to a medical examination. Medical examinations are arranged and undertaken by Occupational Health (OH). |
| **Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003** | The Rehabilitation of Offenders Act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as 'spent' after the lapse of a specified period of time. The period of time depends upon the sentence imposed.  
However, some criminal convictions can never be regarded as spent. These convictions are for serious crimes and must always be disclosed. Further guidance on the offences included in the list can be found at: [https://www.mygov.scot/offences-always-disclosed/](https://www.mygov.scot/offences-always-disclosed/)  
Any information you do disclose will be treated confidentially and only shared with those who need to know.  
Having a conviction will not automatically debar you from obtaining employment with NHS Tayside. Careful consideration will be given to the relevance of the offence to the particular post in question. If you are appointed and it is found you did not disclose previous conviction(s), which you were legally obliged to disclose, then disciplinary action up to and including dismissal may be taken. |
| **Disclosure Scotland** | The successful applicant will be required to become a member of the Protecting Vulnerable Groups Scheme (PVG) in respect of regulated work with protected adults and regulated work with children. A PVG certificate contains all unspent and certain spent conviction information. It also contains any other non-conviction information that the police or other government bodies think is relevant.  
Disclosure Scotland continually monitor PVG scheme members’ records for vetting information including criminal convictions that may affect their suitability to work with vulnerable groups. |
| **Immigration, Asylum and** | It is a criminal offence for an employer to employ anyone who does not have permission to live or work in the UK. |
### Nationality Act 2006
Shortlisted applicants will be asked to produce specific original documentation at interview e.g. Passport, or full birth certificate together with an official document giving the applicants permanent National Insurance Number and name issued by a Government Agency or a previous employer, as well as photocopies of these documents.

### Professional Registration
You must have current and continuing professional registration with NMC and hold the appropriate qualification(s).

### Smoking Policy
NHS Tayside operates a No Smoking Policy and smoking is prohibited within NHS premises and grounds.

### Fair Processing Notice
NHS Tayside is under a duty to protect the public funds it administers, and to this end may use the information you provide on your Application Form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see: [http://www.nhstayside.scot.nhs.uk/YourRights/NationalFraudInitiative/index.htm](http://www.nhstayside.scot.nhs.uk/YourRights/NationalFraudInitiative/index.htm) or contact robert.mackinnon@nhs.net.

### Applications
Completed forms should be returned to:

recruitment.tayside@nhs.net quoting the job reference in the subject line

or

HR & OD Directorate, NHS Tayside, Level 9, Ninewells Hospital, Dundee DD1 9SY

By closing date of Monday 15 July 2019

Your Application Form must be completed in full. Please note copies of Curriculum Vitae, Qualifications and Course Certificates will not be accepted at this stage.

All completed applications are held in HR & OD Directorate until the closing date. After the closing date a panel will meet to prepare an interview shortlist.

Once this decision has been made, all shortlisted applicants will be emailed to invite them to attend for interview. It is important that you check your emails regularly, including your junk/spam folder.

This process takes approximately 6 weeks. Therefore, if you have not been contacted regarding interview within 6 weeks of the closing date, your application has been unsuccessful and you will receive no further correspondence from HR & OD Directorate.
Thank you for your interest in working for NHS Tayside.