SENIOR CLINICAL PHARMACIST, BAND 7, PHARMACY SERVICES, NINEWELLS HOSPITAL

Information Pack

Post Reference No: LR/73/19

Closing date: FRIDAY 12 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 up on 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 trades 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
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
About NHS Tayside

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.
Job Description

1. JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Clinical Pharmacist</th>
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<tbody>
<tr>
<td>Department(s)/Location</td>
<td>NHS Tayside</td>
</tr>
<tr>
<td>Number of Job Holders</td>
<td>Various</td>
</tr>
</tbody>
</table>

2. JOB PURPOSE

- To undertake formal training to post graduate level e.g. Diploma/MSc to achieve competencies of a specialist practitioner
- To deliver patient-focused clinical pharmacy services as a member of the multidisciplinary team to patients in relevant clinical specialities
- To contribute to the co-ordination and development of pharmaceutical services to meet the needs of patients within the relevant clinical specialities in accordance with identified local and national priorities under the direction of the appropriate senior Pharmacist.

3. ORGANISATIONAL POSITION

![Organisational Chart]

- Lead Clinical Pharmacist
  - Medicine
- Specialist Clinical Pharmacist, (Acute Medicine and HDU)
- Specialist Clinical Pharmacist, (General Medicine and Endocrine)
- Specialist Clinical Pharmacist, (Cardiology)
- Specialist Clinical Pharmacist, (Gastroenterology)
- Specialist Clinical Pharmacist, (Stroke Medicine)
- Specialist Clinical Pharmacist, (Acute Medicine for the Elderly)
- Rotational Clinical Pharmacists
- Ward based clinical technicians
- Pre-Registration Pharmacists
- Senior Clinical Pharmacist (This Post)
4. SCOPE AND RANGE

- The provision of integrated patient focused clinical pharmacy services to in-patients and outpatients across a wide variety of medical specialities including cardiology, gastroenterology, respiratory, endocrinology, medicine for the elderly stroke and acute admissions.

- The focus is on active participation in, and contribution to, multidisciplinary and multi-professional teams in a fully integrated manner to ensure best use of pharmaceutical skills and resources in the overall context of health and social care in Tayside.

- The post holder provides pharmaceutical advice to, and networks with patients, colleagues, medical staff, nursing staff and other health care professionals.

- The post holder will work with the Medicine pharmacy team (specialist pharmacists and technicians) to provide an enhanced pharmaceutical service for patients in all clinical areas.
5. **MAIN DUTIES/RESPONSIBILITIES**

   Within the job purpose, scope and range described above:

1. Contribute to development and delivery of a patient-focused clinical pharmacy service through provision of pharmaceutical care in order to maximise benefit and minimise risk to patients from their medicines and assure smooth transition of care between care boundaries.

2. Critically evaluate, provide and analyse medicines information and therapeutic advice to all members of the health care team in order to optimise patient care, maximise benefit and minimise risk to patients from their medicines.

3. Contribute to the co-ordination of pharmacy services provided within sites/locations, between sites/locations (e.g. between Ninewells Hospital Pharmacy and Royal Victoria Hospital wards) and between branches of the profession (e.g. General Practice(s) and Community Pharmacies). Ensure that all professional, ethical and legal requirements of supplying medication are met, and that patients are provided a safe, efficient and effective pharmaceutical service.

4. Develop effective communication both within and out-with the relevant specialty and pharmacy services to facilitate consistent standards of care and to ensure efficient service provision.

5. Undertake a relevant postgraduate qualification such as a diploma or MSc in Clinical Pharmacy or Prescribing Sciences.

6. Contribute to efficient dispensing services to patients by providing professional input clinical sessions within the rota.

7. Participate in the implementation of national guidelines, evidence based medicine to improve the standards of patient care.

8. Contribute to the on-call, weekend and public holiday rotas as per service requirements.

   Within the above main duties the following principal activities are performed on a daily basis:

   a. Provision of pharmaceutical care for individual patients. This includes ensuring safe use, handling and administration of medicines for individual patients (for example identifying drug interactions or medication errors), assessing drug effectiveness/response to therapy, review of medication, monitoring unwanted effects, discharge planning and providing patient/carer education. It also includes provision of appropriate action such as recommendations to the prescriber to modify medication. Through these activities ensure patient care is provided in a planned manner, and in response to immediate, unpredictable pharmaceutical needs.
b. Pharmaceutical assessment of in-patients on admission including ascertaining reason for admission, medical history, drug history including allergies and any previous drug reactions, assessment of any patient’s own medication or compliance devices, ability to self-administer medication and compliance with medication.

c. Actively contribute to the management of medicines within the relevant speciality to assure efficacy, safety and economy in the use of medicines, this will include involvement in the Medicines and Patient’s Journey Initiative Network with facilitation and implementation of associated guidelines.

d. Manage risks associated with pharmaceutical care/issues/critical incidents with the relevant speciality, in accordance with local procedures, which include reporting of critical incidents.

e. Maintenance of a record of patient issues identified, specific to the patient, including action taken and patient outcomes known as a ‘Pharmaceutical Care Plan’.

f. Daily contribution to the discharge planning process and checking of discharge prescriptions for appropriateness, safety and accuracy.

g. Encourage adherence by medical and non-medical prescribers and other healthcare professionals to local prescribing policies and guidelines, for example the NHS Tayside Prescribing Guide.

h. Resolve problems associated with all types of medication request (discharge prescriptions, out-patient prescriptions, in-patient medication, controlled drugs, clinical trials, unlicensed medication and extemporaneous medication).

i. Perform complex calculations when required, for example in order to check the accuracy of complex dosages or modify dosages based on patient blood results.

j. Participate in ward and pharmacy stock checks of controlled drugs and safely destroy controlled drugs when appropriate.

k. Respond appropriately to situations requiring urgent action for example drug alerts including those out of hours.

9. Provision of a specialised clinical pharmacy service (site and specialty dependent) including the following:

   i. Provision of pharmaceutical advice to specialised areas including advice on use of specialised medication that may be new, rarely used and / or unlicensed.

   ii. Authorisation for medication to be prepared (e.g. parenteral nutrition, oral IV or intrathecal chemotherapy) by checking patient parameters (e.g. haematology/biochemistry results) against agreed protocols.

   iii. Development, modification and/or checking of prescriptions for individual patients from agreed protocols.
iv. Participation in multidisciplinary ward rounds.

v. Participation in specialist outpatient clinics or specialist areas by providing pharmaceutical care. For example provision of pharmaceutical advice/counselling to patients, provision of advice to prescribers on modification to therapy and ensuring appropriate supply of medication.

10. Monitor and report on medicines expenditure and provide analysis of prescribing trends. Assist the Lead Clinical Pharmacist in providing this information to clinical groups / clinical directors. Regularly review and update ward stock lists.

11. Contribute to the implementation and development of pharmacy services delivered within Tayside through evidence-based medicine, inter-disciplinary audit, development of prescribing policies, protocols for medicine use and Standard Operating Procedures under the direction of the Lead Clinical Pharmacist.

12. Support the Lead Pharmacist in the operational delivery of pharmacy services within the relevant speciality.

13. Participate in multi-professional research and pharmacy practice research and audit to improve standards of patient care. This will include audit against nationally recognised pharmacy performance indicators, e.g. NHSQIS standards.

14. Actively contribute to uni-, inter-, and multidisciplinary education and training within the relevant specialty, to ensure individual and service needs are met. E.g. Implementation of national standards, therapeutic management of specific conditions, peer review sessions with pharmacy colleagues and pre-registration training. Participate in teaching of undergraduate medical students on wards, pre-registration house officers on wards and formally through NHS Tayside induction training. Participate in education and training of nursing staff and other healthcare staff for example in implementation of pharmacy policies.

15. Deliver a high level of personal clinical practice in order to act as a role model to drive forward pharmaceutical care.

16. Contribute to the development and delivery of pharmaceutical components of clinical governance within the relevant specialty and actively contribute to the wider clinical governance agenda by adherence to legal and professional requirements and standards to assure the development and implementation of best practice.

17. The post holder can be contactable in the event of a major incident, at any time.

18. Fulfils the role of independent prescriber with the patient/client group relevant to the post. The post holder practices within the policies, procedures and guidelines of NHS Tayside and the post holder’s professional body.

As a guide, the proportion of time spent on these tasks is as follows:

Clinical care of patients (including clinical communication at ward rounds and between care boundaries) 80%
Contribution to maintenance and development of the service 10%
Training and continuing professional development 10%
6. COMMUNICATIONS AND RELATIONSHIPS

The need for highly developed interpersonal and communication skills, written, electronic, verbal, formal and informal is essential as the post holder is required to liaise with multidisciplinary health professionals on a daily basis. The post holder will be required to influence prescribing behaviour in medical and non-medical prescribers within the relevant speciality.

The post holder must communicate effectively and have the ability to adapt communication skills to meet the needs of the patient and their representatives (e.g. families and carers), some of whom may have barriers to understanding or communication (e.g. learning difficulties, language barriers, sensory impairment, confused, elderly and frail patients). Diplomacy, tact and empathy need to be used as well as an ability to convey complex and sensitive information. For example when communicating with terminally ill patients and their families.

6. The post holder will be required to instruct, reassure, encourage and guide patients or carers and other healthcare staff in the prescribed treatment. e.g. counselling patients or carers on the use of their medicines, inhalers and other medication delivery devices. The post holder will seek to gain concordance with the patient on their medicines use.

The post holder will document recommendations/interventions made on medicines use/treatment plans appropriately in the patient’s ‘Pharmaceutical Care Plan’ and in the patient’s medical notes.

The post holder will be confident in providing independent, professional advice regarding medicines use.

The post holder will be required to communicate with a wide variety of audiences in various settings to present/discuss clinical information, patient cases or service provision. This could range from one-to-one tutoring, local group workshops to presentations for stakeholders for services.

Internal
To continue the seamless care of patients, communication with pharmacists and pharmacy staff from other specialist clinical areas and patient services is essential.
Within the speciality, links must be developed with all members of the multidisciplinary team who are involved with the care of the patient.

External
To ensure a high standard of practice communication must involve other pharmacists and professionals both within and out-with NHS Tayside and other sectors of care. To ensure continuity of care when patients are transferred between different areas of the health care system interaction is required with patients and their representatives, community pharmacists, practice pharmacists, primary care pharmacists, general practitioners, relatives, district nurses and other relevant professionals.
### 7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Practising Membership of the General Pharmaceutical council (GPhC), requiring a first degree of MPharm or equivalent, and 1 year pre-registration training with successful completion.

The post holder will also have completed Stage II Vocational Training Scheme, foundation training or training/experience to an equivalent level.

The post holder must meet the demands for Continuing Professional Development set out by the General Pharmaceutical Council (GPhC) - (i.e. continually participate in activities that contribute to professional development, that also satisfy the GPhC, and keep a record of the professional development in a format that satisfies the GPhC).

### 8. SYSTEMS AND EQUIPMENT

The post holder will be required to operate all basic office equipment including a computer, and be proficient in using standard computer packages, internet search facilities and medical databases, as well as specialist programmes such as prescribing analysis, a pharmacy stock medicine labelling and issuing system, an anticoagulant monitoring system, a laboratory result system, patient medication records, and risk management software.

The post holder will be required to handle and analyse various types of data and good numeracy skills are required. The post holder will be required to formally present information using audiovisual equipment.

Knowledge and familiarity on the use of clinical pharmacy documentation and patient's notes is essential to communication and ensuring a high quality of patient care.

Knowledge, familiarity and use of departmental procedures are required. Procedures that the post holder will be required to comply with include: The Safe and Secure Handling of Medicines, Clinical Governance, Information and IT security, Risk Management and Adverse Incident Management, Health and Safety, The Infection Control Policy and departmental security.

Systems the postholder will be required to operate within their designated area include:

- Pharmaceutical patient records and care plans
- Prescribing support data base
- Patient records
- Adverse incident management reporting system

**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.
9. PHYSICAL DEMANDS OF THE JOB

Physical effort - The post holder is required to stand for long periods while performing prescription checks, medication checks and participating in ward rounds.

The post holder is also required to meet deadlines for collection of prescriptions/orders on a daily basis and is therefore subjected to time pressures throughout the day. The post holder is required to walk long distances between different clinical areas and the pharmacy department in a timely manner.

The post holder will be required to travel between work locations and occasionally to other venues within and out-with Tayside for meetings or training/development. They may be required to transport files and equipment such as laptop computers.

Mental effort – The post holder is required to concentrate for long periods (up to 3-4 hours) while attending meetings, producing reports, performing literature research, analysing and reporting data using a computer.

The post holder must be capable of effective problem solving in order to offer practical solutions to often difficult and unique problems/situations.

The workload is subject to constant interruption. Work is not always predictable as priorities change at very short notice. Requests for formal / informal advice are frequent by email, pager and in person. Workload has to be prioritised constantly throughout the day. The post holder is required to work to tight deadlines to meet the needs of patients and other multidisciplinary professionals.

7. Emotional effort – There is need for empathy and composure when dealing with complex individual patient needs, carers and other staff members.

10. DECISIONS AND JUDGEMENTS

The post holder is expected to use their initiative to act decisively and autonomously in their professional capacity, being accountable for their actions, without regular need to refer to line management. They will have to recommend and implement care plans and medications for individual patients guided by local policies and procedures. Typical decisions include clinical decisions regarding medication for individual patients, using evidence-based medicine including local and national guidelines.

The post holder is responsible for the organisation of their workload and their time management. During normal working hours the post holder can seek advice from their Lead Pharmacist or other colleagues.

The post holder is expected to contribute to the development and delivery of pharmacy and NHS Tayside policies.

The post holder is expected to interpret clinical data from clinical trials, published papers and other sources. They will be expected to clarify areas of uncertainty, and inform the multidisciplinary team within their area about key issues and outcomes as they relate to the delivery of safe and cost-effective prescribing under guidance from their Senior Pharmacist.

The post holder is expected to make professional judgements that they may have to defend to their peers and/or The General Pharmaceutical Council (GPhC).
Objectives are jointly agreed with the appropriate Lead Pharmacist and the post holder. Progress review and appraisal of performance is undertaken with the Lead Pharmacist approximately every 3-6 months.

The post holder is expected to work at times as sole pharmacy practitioner within the designated area of duty, however they can contact a senior colleague for advice. The post holder may be required to deputise on occasion for their Line Managers for example to cover for annual leave, study days and meetings.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To build and maintain effective relationships in an evolving structure, across traditional organisational boundaries, to enable delivery of integrated, high quality, patient focused pharmaceutical services.

To influence behaviour change in clinicians of all disciplines around good prescribing practice.

To prioritise time to best meet demands of an area undergoing regular change.

12. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each postholder to whom the job description applies.

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<tr>
<th>Job Holder’s Signature:</th>
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<tr>
<th>Head of Department’s Signature:</th>
<th>Date:</th>
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## Person Specification

**POST REF NO:** LR/73/19  
**JOB TITLE/BAND:** Senior Clinical Pharmacist – Band 7  
**LOCATION:** Medicine Division, Pharmacy Services, Ninewells Hospital  
**HOURS:** 37.5

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF EVALUATION</th>
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</table>
| **EXPERIENCE:** | Experience of delivering patient focused clinical pharmacy services.  
   Supervise and contribute to the performance review of members of staff e.g. pre-registration pharmacists, under-graduate students, Pharmacy Technicians. | Experience as a qualified pharmacist within a relevant area.  
   Hospital/Primary Care experience. | Application. |
| **QUALIFICATIONS:**  
   (Training; Research; Publications) | Registrant of General Pharmaceutical Council (GPhC) and commitment to CPD.  
   Completion of a foundation training scheme or training/experience to an equivalent level.  
   Evidence of training (portfolio) which have been completed previously for example RPS Foundation/Faculty or other training providers e.g. Boots, Rowlands should be considered.  
   Demonstrates a commitment to professional development | Post graduate Diploma/MSc level qualification in relevant field.  
   Independent prescribing qualification or willingness to undertake the training to obtain the qualification (where necessary for the role).  
   Member of Professional Body (e.g. Royal Pharmaceutical Society). | Application and interview. |
| **KNOWLEDGE & SKILLS:** | Ability to recognise limitations of own experience and willingness to seek advice from other sources.  
   Understanding of pharmaceutical law, ethics and legislation relating to | Ability to assess the need for service change and improvements. | Application and interview. |
pharmacy practice and the use of medicines.

A working knowledge and understanding of pharmaceutical standards and national guidelines.

Ability to critically analyse and evaluate medicines information and therapeutic advice.

Implementation of national, evidence based medicines in relation to patient care.

Ability to plan, deliver and report audit and quality improvement arch projects.

Ability to plan, deliver and evaluate training sessions.

**PERSONAL QUALITIES:**

- Effective written and verbal communication skills with patients and Healthcare Professionals.
- Ability to prioritise own workload.
- Ability to deal sensitively and confidentially with all patient information/details
- Ability to work as a team member.
- Ability to work to deadlines.

- Ability to operate within complex multi-disciplinary environments.

**OTHER:**

(eg travel across Tayside)

- Flexibility with working hours and base to meet the needs of the service and patients.

- Application, interview and reference.
General Information

POST REF NO: LR/73/19
JOB TITLE/GRADE: SENIOR CLINICAL PHARMACIST, BAND 7
LOCATION: PHARMACY SERVICES, NINEWELLS HOSPITAL

<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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<tbody>
<tr>
<td>Remuneration</td>
<td>The current salary scale for the post is £37,570 to £44,688 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>
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<tr>
<td>Hours of Duty</td>
<td>The hours of the post are: 37.5 Hours worked over a 7 day week. 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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<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>
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<tr>
<td>£23,113 to £28,747</td>
<td>7.3%</td>
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<tr>
<td>£28,748 to £53,025</td>
<td>9.5%</td>
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<tr>
<td>£53,026 to £75,703</td>
<td>12.7%</td>
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<tr>
<td>£75,704 to £116,360</td>
<td>13.7%</td>
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<tr>
<td>£116,361 and above</td>
<td>14.7%</td>
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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.

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<tr>
<th>Annual Leave</th>
<th>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)</th>
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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 Nationality Act 2006

It is a criminal offence for an employer to employ anyone who does not have permission to live or work in the UK.

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.
<table>
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<tr>
<th><strong>Professional Registration</strong></th>
<th>You must have current and continuing professional registration with GPhC and hold the appropriate qualification(s).</th>
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<tbody>
<tr>
<td><strong>Smoking Policy</strong></td>
<td>NHS Tayside operates a No Smoking Policy and smoking is prohibited within NHS premises and grounds.</td>
</tr>
<tr>
<td><strong>Fair Processing Notice</strong></td>
<td>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: <a href="http://www.nhstayside.scot.nhs.uk/YourRights/NationalFraudInitiative/index.htm">http://www.nhstayside.scot.nhs.uk/YourRights/NationalFraudInitiative/index.htm</a> or contact <a href="mailto:robert.mackinnon@nhs.net">robert.mackinnon@nhs.net</a>.</td>
</tr>
</tbody>
</table>
| **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 Friday 12 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. |