Working for NHS Lothian

Locum Consultant in Medicine for the Elderly
Ref: CG 1192
Closing date: 8th April 2017
Interview date: 19th May 2017
Please return completed applications in Word Format by midnight on the close date to medical.personnel@nhslothian.scot.nhs.uk

You will receive a response acknowledging receipt of your application.

This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.

All NHS Scotland and NHS Lothian Medical vacancies are advertised on our medical jobs microsite: www.medicaljobs.scot.nhs.uk

Please visit our Careers website for further information on what NHS Lothian has to offer http://careers.nhslothian.scot.nhs.uk
# Section 1: Person Specification

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Qualifications and</td>
<td>GMC registered medical practitioner</td>
<td>Diploma in Geriatric Medicine</td>
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<tr>
<td>Training</td>
<td>Licence to practice</td>
<td>MD or PhD in a related subject</td>
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<td>MBBS or equivalent medical qualification.</td>
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<td>MRCP UK</td>
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<tr>
<td></td>
<td>Certificate of completion of Specialist training in General and Geriatric Medicine</td>
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<tr>
<td>Experience</td>
<td>Clinical experience in Medicine for the Elderly: In-patient and outpatient management.</td>
<td>Specialty experience in rehabilitation and Day Hospital</td>
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<td></td>
<td>Training and experience in acute and general medicine.</td>
<td>A specialist interest that would complement the existing team.</td>
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<tr>
<td>Ability</td>
<td>Evidence of ability to take responsibility for management of patients as a consultant.</td>
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<td></td>
<td>Evidence of ability to organise time efficiently and effectively</td>
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<td></td>
<td>Ability to communicate effectively and clearly with patients and other team members</td>
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<td></td>
<td>All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following:</td>
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<td></td>
<td>- that applicants have undertaken undergraduate medical training in English; or</td>
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<td>- have achieved the following</td>
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<tr>
<td><strong>scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application – Overall 7, Speaking 7, Listening 7, Reading 7, Writing 7.</strong></td>
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<tr>
<td><strong>Teaching and Audit</strong></td>
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<tr>
<td>Evidence of commitment to formal and informal teaching and training of hospital staff including Junior Medical Staff and medical students</td>
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<tr>
<td>Evidence of direct participation in and personal performance of audit and Quality Improvement projects</td>
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<td>Evidence of participation in research</td>
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<td><strong>Motivation</strong></td>
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<td>Evidence of commitment to: patient-focused care</td>
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<tr>
<td>continuous professional development and life-long learning</td>
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<td>effective and efficient use of resources</td>
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<td>Desire to develop services for patients</td>
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<td><strong>Team Working</strong></td>
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<tr>
<td>Ability to work in a team with colleagues in own and other disciplines</td>
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<td>Ability to organise time efficiently and effectively</td>
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<td>Reliability</td>
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<td>Excellent communication skills</td>
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<td>Ability to motivate colleagues</td>
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<tr>
<td>Evidence of previous managerial training and experience</td>
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<tr>
<td><strong>Circumstances of Job</strong></td>
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<tr>
<td>May be required to work at any of NHS Edinburgh and the Lothian’s sites</td>
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Section 2: Introduction to Appointment

Job Title: Locum Consultant in Medicine for the Elderly
Fixed term for 6 months, six sessions

Department: Medicine of the Elderly

Base: Western General Hospital

You may also be required to work at any of NHS Lothian sites.

Post Summary:
This post is mainly based in the Medicine for the Elderly (MOE) Department at the Western General Hospital. The locum post has been created through maternity leave of an existing consultant. The appointee will join an enthusiastic department and work within Consultant-led Multidisciplinary teams to provide comprehensive clinical care to both in-patients and out-patients within Medicine of the Elderly and Stroke, when required.

The post holder will provide consultant leadership in MOE assessment and rehabilitation wards, and may also gain experience in Day Hospital assessments and hospital liaison.

It will be negotiated whether the applicant will participate in the on-call rota. If so, the on-call commitment is 1 in 12 (weekends and weekdays on-call for Geriatric Medicine) and may move in the future to 1 in 6 at weekends (doubling up of weekend shifts).

Section 3: Departmental and Directorate Information

The Western General Hospital (WGH) has over 700 beds and 5 operating theatres and is equipped with modern theatre and critical care equipment and monitoring. The Anne Ferguson building was completed in 2001. The Royal Victoria Building opened in 2012.

There are over 220 MOE/Stroke beds on site and the Hospital is the hub for:
- Medicine for the Elderly Services for North Edinburgh
- Acute and Rehabilitation Stroke Services for North Edinburgh
- Assessment and Rehabilitation Centre (Day Hospital) for North West Edinburgh

The Western General Hospital provides for most specialties and is the centre for:
- Neurology, Neurosurgery and neuropathology
- UK CJD unit
- Colorectal Surgery
- Urology and Scottish Lithotriptor Centre
- Breast Surgery and Breast screening
- Gastro-intestinal disease
- Rheumatology
- Infectious Diseases
- Haematology Oncology
- Medical Oncology
- Radiation Oncology (including 6 LINACs)
- Dermatology (Inpatient)
There is an Acute Medical Admissions Unit on site. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, MR, Ultrasound and NM). There is a full range of lecture theatres, a library and AV facilities. Hospital cover overnight is provided by the Hospital at Night team, led by a medical registrar.

The Royal Victoria Building is a purpose built building with 100% single room accommodation. There are five 26 bedded medicine for the elderly wards in this building, and one 17 bedded ward shared with other specialties. A further 64 Medicine for the Elderly beds are contained within the Anne Ferguson Building, and these include an integrated Stroke Care Unit. A further 16-26 MOE patients are cared for by a “mobile MOE team” who see, assess and care for these patients on non-MOE wards.

There is an Assessment and Rehabilitation Centre (ARC) within the Royal Victoria Building which contains a medical day assessment service for older adults and outpatient facilities. The second Day Hospital facility in North Edinburgh is the OPRA (Older Peoples Rehabilitation and Assessment) in Leith Community Treatment Centre.

Edinburgh is configured into North and South Zones, with a team of consultants based primarily at the Western General Hospital providing care for older patients on the North side of Edinburgh, and a team at the Royal Infirmary and Liberton Hospitals providing care to patients on the South side of the city. Consultants based at St John’s Hospital and Roodlands Hospital provide care for older adults in West and East Lothian respectively. The Astley Ainslie Hospital is also in South Edinburgh and is historically closely linked with the services in Rehabilitation Medicine.

In addition, there are NHS Complex Care facilities throughout Lothian. Day to day medical needs for these beds are provided by local general practices or specialty doctors, with consultant support. The Clinical Lead for Lothian Complex Care is Dr Kathryn Anderson.

There is a strong tradition of research in Geriatric Medicine in Edinburgh, with an active University of Edinburgh Geriatric Medicine Department led by Professor Alasdair MacLullich.

Within the main acute hospital sites, the Medicine for the Elderly services continue to develop their links with all areas involved in the care of older frail adults. The ECAT (Elderly Care Assessment Team) at the RIE, and TEAM 65 (Targeted Early Assessment and Management of the over 65’s) at the WGH were developed in 2010 as nurse led teams who proactively assess patients in the admission areas of the hospitals. The introduction of the COMPASS model has allowed these services to be developed and enhanced within the COMPASS service. Advanced liaison team working across each main hospital site allows early assessment of frail adults in all specialties to gauge their suitability for rehabilitation.

The Integration of Health and Social Care in Edinburgh and the Lothians has led to the development of an Integration Joint Board which is working with partners in the Acute Sector and the Community to develop seamless models of care for the management of older frail adults. These changes are leading to exciting developments including embryonic hospital at home models, which will continue to be developed.

**Western General Hospital Management Team:**
- Clinical Director for Medicine for the Elderly & Stroke: Dr Conor Maguire
- Site Director: Mr Chris Stirling
- Associate Divisional Medical Director: Professor John McKnight
- Service Manager for MOE/Stroke: Mrs Fiona Wilson
- Clinical Lead for Geriatric Community Care: Dr Kathryn Anderson
Section 4: Main Duties and Responsibilities of Post

Clinical:
The post holder will have clinical responsibility for a proportion of inpatient beds and will lead a team looking after patients undergoing geriatric assessment and rehabilitation. Each ward has a Multidisciplinary clinical team, and the appointee will be expected to work closely with that team.

The appointee may also have the opportunity to have sessions within a Day Hospital and/or Outpatient clinic depending on the experience and interest of that person. It is likely that there will also be a sessional commitment within a Hospital Based Complex Care Unit.

Existing sub-specialty interests within the Directorate include a Falls Service (including Osteoporosis and Orthopaedic rehabilitation Medicine), Stroke Services (including Neurovascular Clinics), Parkinson’s Disease, Dementia, and Acute assessment of Older Adults.

The post-holder should be someone who is fully committed to working within a team structure. The appointee will be expected to lead multidisciplinary meetings, ensure patients are involved in decisions about their care and respond to their views, facilitate excellent communication within the clinical team and with patients and their relatives.

A Frailty service is being developed across the WGH and, as this service develops, consultants within the MOE team may have increased input at the Medical Admissions Unit.

Teaching and training:
The WGH is a University of Edinburgh affiliated teaching hospital, and as such, the post-holder will be expected to take an active interest in teaching and training medical students, doctors in training, and other health care professions as required by the Clinical Director. The appointee would be expected to have an interest in Clinical and Educational Supervision and will be supported in participation in the Clinical Educator Programme if required.

There is an active educational programme operating within the Western General Hospital and in the Medicine of the Elderly Department, and the post-holder will be expected to attend, support and participate in this. There will be the opportunity to take part in the Departments audit and patient safety programmes.
## Indicative Weekly Timetable (will vary depending on ward base)

<table>
<thead>
<tr>
<th>Day/time</th>
<th>Activity</th>
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<tbody>
<tr>
<td><strong>Monday</strong></td>
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<tr>
<td>09.00-09.30</td>
<td>Hospital Handover Meeting</td>
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<tr>
<td>09.30-12.30</td>
<td>Ward Round Ward A</td>
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<tr>
<td>12.30-13.00</td>
<td>X-Ray meeting</td>
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<tr>
<td>13.00–14.00</td>
<td>Consultant Management meeting (SPA) 5 hours</td>
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<tr>
<td><strong>Tuesday</strong></td>
<td>OFF</td>
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<tr>
<td><strong>Wednesday</strong></td>
<td>Multidisciplinary Meeting Ward A (Case Conference) Ward Case conferences/ Family meetings Grand Rounds (SPA) OPD Clinic 8 hours</td>
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<td>09.00-13.00</td>
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<td>13.00-14.00</td>
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<tr>
<td>14.00-17.00</td>
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<tr>
<td><strong>Thursday</strong></td>
<td>Admissions Unit session / ward round Unit Educational Meeting (SPA) 4.5 hours</td>
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<tr>
<td>09.00-12.30</td>
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<tr>
<td>12.30-13.30</td>
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<tr>
<td><strong>Friday</strong></td>
<td>Ward Review Ward A Hospital Liaison / Case reviews 6.5 hours</td>
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<td>09.00-11.00</td>
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<td>11.00 – 15.30</td>
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</table>
Informal enquiries and visits are welcome and should initially be made to:

Miss Yvonne Young, secretary to Dr Maguire on Yvonne.b.young@luht.scot.nhs.uk
Tel: 0131 537 2677

Dr Conor Maguire
Clinical Director (Medicine of the Elderly)  
Royal Victoria Building
Western General Hospital
Edinburgh
EH4 2XU

Dr Kathryn Anderson
Consultant in Medicine for the Elderly
Western General Hospital
Edinburgh
EH4 2XU

Working in Edinburgh and the Lothians

Who are we?

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Tim Davison is the Chief Executive and David Farquharson is the Medical Director.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 26,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Over the next year across Scotland there will be significant changes in the way health and social care services are provided. In April 2015, integration came into effect in local areas led by four Health and Social Care Partnerships in East Lothian, Edinburgh, Midlothian and West Lothian. Working together will help us provide even better services for our communities and, where appropriate, people will receive high quality care closer to home. There is work underway in relation to the operational and governance capacity required, ensuring that planning for unscheduled and scheduled care is done in tandem between the four Integrated Joint Boards and the acute service.

Further information about Edinburgh and NHS Lothian can be found at http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/default.aspx.

Location

Edinburgh and the Lothians are on the eastern side of Scotland’s central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East Lothian, Mid Lothian and West Lothian.
Edinburgh and the Lothians are a place of exceptional beauty and contrast, from Edinburgh’s historic skyline to the scenic countryside and coastline that surround it. Edinburgh is famous for its castle, military tattoo, fringe and international festival.

Edinburgh and the Lothians are home to top-ranking state and private schools and world class universities and colleges. Edinburgh offers a rich diversity of parks and gardens to spend time relaxing with friends and family. Whether you want to buy or rent Lothian also offers a diversity of accommodation ranging from city centre based flats, waterfront living, Victorian or Georgian villas to more rural farm houses or coastal homes.

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family via Edinburgh Airport which offers a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at www.talentscotland.com. For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: www.edinburgh.gov.uk.

What we can offer you

Working with NHS Lothian offers a variety of opportunities and benefits:

- Access to the NHS pension scheme
- Assistance relocating to Edinburgh
- NHS Lothian is an equal opportunities employer and promotes work-life balance and family-friendly policies
- A beautiful setting to live and work and to take time out after a busy day or week
- Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

Teaching and Training Opportunities

NHS Lothian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Lothian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Lothian recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the South East of Scotland rotating through Edinburgh and Lothian hospitals.

Information regarding training with links to the appropriate UK websites can be found at http://www.scotmt.scot.nhs.uk/ and http://nes.scot.nhs.uk/

We enjoy close links with the University of Edinburgh (http://www.ed.ac.uk/home) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms,
clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.

**Our vision, values and strategic aims**

We strive to provide high quality, safe, effective and person centred healthcare, continually improving clinical outcomes for patients who use our services and for our population as a whole.

To achieve this, we are committed to ever-closer integrated working with patients and our other partners in healthcare and to embedding a culture of continuous improvement to ensure that:

- Our staff can contribute fully to achieving the best possible health and healthcare, based on evidence and best practice
- Everything we do maximises efficiency and delivers value for patients and the public

We have identified six strategic aims to ensure we can deliver safe, effective and person-centred health and social care:

1. Prioritise prevention, reduce inequalities and promote longer healthier lives for all
2. Put in place robust systems to deliver the best model of integrated care for our population – across primary, secondary and social care
3. Ensure that care is evidence-based, incorporates best practice and fosters innovation, and achieves seamless and sustainable care pathways for patients
4. Design our healthcare systems to reliably and efficiently deliver the right care at the right time in the most appropriate setting
5. Involve patients and carers as equal partners, enabling individuals to manage their own health and wellbeing and that of their families
6. Use the resources we have – skilled people, technology, buildings and equipment – efficiently and effectively.

The specific areas of focus and actions needed to achieve each of these aims are detailed in “Our Health, our Future: NHS Lothian Strategic Clinical Framework 2013 – 2020,” consultation document which you will find at www.nhslothian.scot.nhs.uk/OurOrganisation/KeyDocuments.

**Our Health, Our Care, Our Future**

NHS Lothian works to help people live healthier, longer lives – no matter who they are or where in the region they live. Much progress has been made, but significant challenges and opportunities lie ahead. NHS Lothian draft strategic plan - Our Health, Our Care, Our Future – sets out what we propose to do over the coming decade to address these challenges and continue to provide a high quality, sustainable healthcare system for the people of Lothian.

In developing the strategic plan we have:

- asked staff and patients what and how things need to change to deliver our aims
- brought together local plans into an integrated whole
- identified opportunities to make better use of existing resources and facilities
- prioritised areas that will make most difference to patients

The plan outlines a range of proposals, which will allow us to:

- improve the quality of care
- improve the health of the population
• provide better value and financial sustainability

Over the coming months we will discuss the need for change and the proposals set out in the plan with staff, patients, communities and other stakeholders. A summary of the plan can be found at http://www.nhslothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf

NHS Lothian’s Clinical Quality Approach – Quality Driving Improvement

This is a new way of approaching quality in NHS Lothian. With this approach to service improvement we aim to deliver ‘high quality, safe and person-centred care at the most affordable cost’. This acknowledges that every £1million of waste, unnecessary or inappropriate costs in one area of our system, denies us the opportunity to invest that £1million in another area of our system.

In all highly reliable healthcare organisations, it is clear that senior leadership commitment to the importance of the work, the introduction of consistent improvement methodology, the use of good quality data and building improvement capability within the workforce, are key to the successful delivery of improvement strategies.

To allow NHS Lothian to meet the needs of our population today and in the future, we need to build on the good work that is already being done to redesign services and create a whole organisation approach to quality improvement.

Our Values and ways of working

NHS Lothian is determined to improve the way their staff work so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

NHS Lothian – Our Values into Action:

Care and Compassion

• We will demonstrate our compassion and caring through our actions and words
• We will take time to ensure each person feels listened to, secure, understood and is treated compassionately
• We will be visible, approachable and contribute to creating a calm and friendly atmosphere
• We will provide a safe and caring setting for patients and staff, and an efficient, effective and seamless care experience
• We will meet people’s needs for information and involvement in all care, treatment and support decisions.

Dignity and Respect

• We will be polite and courteous in our communications and actions
• We will demonstrate respect for dignity, choice, privacy and confidentiality
• We will recognise and value uniqueness and diversity
• We will be sincere, honest and constructive in giving, and open to receiving, feedback
• We will maintain a professional attitude and appearance.
Quality
- We will demonstrate a commitment to doing our best
- We will encourage and explore ideas for improvement and innovation
- We will seek out opportunities to enhance our skills and expertise
- We will work together to achieve high quality services
- We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

Teamwork
- We will understand and value each other’s role and contribution
- We will be fair, thoughtful, welcoming and kind to colleagues
- We will offer support, advice and encouragement to others
- We will maximise each other’s potential and contribution through shared learning and development
- We will recognise, share and celebrate our successes, big and small.

Openness, Honesty and Responsibility
- We will build trust by displaying transparency and doing what we say we will do
- We will commit to doing what is right – even when challenged
- We will welcome feedback as a means of informing improvements
- We will use our resources and each other’s time efficiently and wisely
- We will maintain and enhance public confidence in our service
- We will be a positive role model.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

Further information on our values into action can be found at http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx
### Section 8: Terms and Conditions of Employment

For an overview of the terms and conditions visit [http://www.msg.scot.nhs.uk/pay/medical](http://www.msg.scot.nhs.uk/pay/medical).

<table>
<thead>
<tr>
<th><strong>TYPE OF CONTRACT</strong></th>
<th>Fixed term; 6 months</th>
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<tr>
<td><strong>GRADE AND SALARY</strong></td>
<td>Consultant - £77,529 - £104,525 per annum (pro rata)</td>
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<tr>
<td><strong>HOURS OF WORK</strong></td>
<td>24 hours per week</td>
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<tr>
<td><strong>SUPERANNUATION</strong></td>
<td>New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to &quot;opt out&quot; arrangements can be made to do this via: <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a></td>
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<tr>
<td><strong>GENERAL PROVISIONS</strong></td>
<td>You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation's agreed policies and procedures and to follow the standing orders and financial instruction of NHS Lothian, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary.</td>
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<tr>
<td><strong>REMOVAL EXPENSES</strong></td>
<td>Assistance with removal and associated expenses may be awarded (up to 10% of salary)</td>
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<tr>
<td><strong>EXPENSES OF CANDIDATES FOR APPOINTMENT</strong></td>
<td>Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses.</td>
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<tr>
<td><strong>TOBACCO POLICY</strong></td>
<td>NHS Lothian operates a No Smoking Policy in all premises and grounds.</td>
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<td><strong>DISCLOSURE SCOTLAND</strong></td>
<td>This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership.</td>
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<tr>
<td><strong>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</strong></td>
<td>NHS Lothian has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either</td>
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**Entry Clearance or Leave to Remain in the UK** has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified.

**REHABILITATION OF OFFENDERS ACT 1974**

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 period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential.

**MEDICAL NEGLIGENCE**

In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice.

**NOTICE**

Employment is subject to three months' notice on either side, subject to appeal against dismissal.

**PRINCIPAL BASE OF WORK**

You may be required to work at any of NHS Lothian’s sites as part of your role.

**SOCIAL MEDIDA POLICY**

You are required to adhere to NHS Lothian’s Social Media policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media.
Section 9: General Information for Candidates

Data Protection Act 1988

Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to Human Resources staff.

Counter Fraud

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian intranet (Counter-Fraud and Theft page) and further information is available at http://www.audit-scotland.gov.uk/work/nfi.php.

References

All jobs are only offered following receipt of three satisfactory written references. At least one reference must be from your current/most recent employer or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

Disclosure Scotland

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

Work Visa

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found on the Home Office website www.ind.homeoffice.gov.uk

Job Interview Guarantee Scheme

As a Disability Symbol user, we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

Overseas Registration and Qualifications

NHS Lothian will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor of your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.
Workforce Equality Monitoring

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfill their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce that will enable us to make comparisons locally, regionally and nationally.

Equal Opportunities Policy Statement

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Edinburgh and the Lothians and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed at: www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx

NHS Scotland Application Process

- The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.
- Once in receipt of the application pack it is essential to read both the job description and the person specification to gain a full understanding of what the job entails and the minimum criteria required.
- Please note for equal opportunity purposes NHS Lothian do not accept CV’s as a form of application.
- Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
- Please complete all sections of the application form. Those sections that are not relevant please indicate ‘not applicable’, do not leave blank.
- Please feel free to use additional paper if required. Please do not add your name to any additional information provided; secure it to the relevant section and the Recruitment Administrator will add a candidate number.

Please return completed applications in Word Format by midnight on the close date to medical.personnel@nhslothian.scot.nhs.uk

You will receive an automated response acknowledging receipt of your application.