Working for NHS Lothian

Consultant in Psychiatry of the Elderly
Ref: CG 1214
Closing date: 3rd June 2017
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Please return completed applications to [medical.personnel@nhslothian.scot.nhs.uk](mailto: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.
<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications and Training</td>
<td>GMC registered medical practitioner.</td>
<td>Additional post-graduate qualifications, e.g. MD/PhD/MSc</td>
</tr>
<tr>
<td></td>
<td>License to practice</td>
<td>Additional sub-specialty training</td>
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<tr>
<td></td>
<td>CCT in Old Age Psychiatry</td>
<td></td>
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<tr>
<td>Experience</td>
<td>Higher Training in Old Age Psychiatry</td>
<td>Experience working in an Old Age Psychiatry service</td>
</tr>
<tr>
<td>Ability</td>
<td>To take responsibility for independent management of patients.</td>
<td></td>
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<tr>
<td></td>
<td>Ability to communicate effectively and clearly with patients and other team members</td>
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<tr>
<td>Academic Achievements</td>
<td>Evidence of research activity and presentations</td>
<td>Evidence of research and publications in peer reviewed journals</td>
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<tr>
<td></td>
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<td>Evidence of poster or oral presentations at national or international meetings</td>
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<tr>
<td>Teaching and Audit</td>
<td>Evidence of commitment to:</td>
<td>Experience of designing audits</td>
</tr>
<tr>
<td></td>
<td>clinical audit</td>
<td>Experience of simulation training</td>
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<tr>
<td></td>
<td>formal and informal teaching and training of trainee doctors, medical students and other clinical staff.</td>
<td>Evidence of training in clinical and / or educational supervision</td>
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<td></td>
<td>learning and continuing professional development</td>
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<tr>
<td>Motivation</td>
<td>Evidence of commitment to:</td>
<td>Desire to develop services for patients</td>
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<tr>
<td></td>
<td>patient-focused care</td>
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<td></td>
<td>continuous professional development and life-long learning</td>
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<td></td>
<td>effective and efficient use of</td>
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<tr>
<td>resources</td>
<td>Team Working</td>
<td>Circumstances of Job</td>
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<tr>
<td>Ability to work in a team with colleagues in own and other disciplines</td>
<td>Ability to motivate colleagues</td>
<td></td>
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<tr>
<td>Ability to organise time efficiently and effectively</td>
<td>Evidence of previous managerial training and experience</td>
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<tr>
<td>Reliability</td>
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<td>Excellent communication skills</td>
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<tr>
<td>May be required to work at any of NHS Lothian's sites</td>
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Section 2. Introduction to Appointment

Job Title: Consultant Old Age Psychiatrist – 3 posts

Department: Old Age Psychiatry

Base: Jardine Clinic, Royal Edinburgh Hospital

Post Summary:

We are seeking three enthusiastic and dynamic Consultant Old Age Psychiatrists with excellent clinical and interpersonal skills to join us. The Edinburgh service is rapidly developing; improving effectiveness, safety, and patient, and staff experience. At present, there are six substantive Consultants and one Locum. Appointment to these three posts will bring the overall number of Consultants to nine Consultants work as an in-patient and a community group. The available posts are:

- In-patient
- In-patient/RRT
- General hospital liaison

The Consultant team is flexible and friendly, so suitable candidates will be able, with the Clinical Director and colleagues, to ensure they have a post that meets their needs as well as those of the service. This might include dedicated time for academic work or clinical work in subjects of particular interest to successful candidates.

Edinburgh and the Lothian offer an unequalled quality of life in the UK, with world-class cultural, leisure, educational and sporting facilities in the city and adjoining areas. The Royal Edinburgh Hospital is in the highly desirable residential area of Morningside, approximately 2 miles from the city centre, with easy transport links to all areas of the city, the airport and surrounding countryside.

Professor Craig Ritchie heads the University’s highly regarded dementia research program and contributes to the clinical service. He is actively leading plans to integrate community memory assessment with the Centre for Dementia Prevention in the new Bio-quarter of the Royal Infirmary of Edinburgh. The University and NHS Lothian are keen to develop stronger links between the academic department and the clinical service. With this in mind, suitable candidates will be able to spend up to five programmed activities per week in Professor Ritchie’s department. Details will be negotiated between Professor Ritchie, the clinical director and the candidate. Doctors who do not wish to do academic work are equally welcome to apply.

The Edinburgh Old Age Psychiatry Service covers a population of 74,000 people over the age of 65 and sees younger people with cognitive problems. Transition protocols between General adult and Older peoples Services are being reviewed to improve continuity of patient care and equity of service provision across the ages.
The post HOLDERS will normally participate in an Old Age Psychiatry on-call service for Edinburgh, East and Midlothian, with a frequency of approximately 1 in 8.

The office base for all posts is the Jardine Clinic, Royal Edinburgh Hospital, where adequate administrative support and an office will be available.

The old age psychiatry service is led by a senior multidisciplinary team with regular and organized involvement of consultant staff. There is opportunity for successful applicants to get involved in quality improvement or service development.

### Section 3. Departmental and Directorate Information

#### The Royal Edinburgh and Associated Hospitals

The Royal Edinburgh and Associated Services provide a range of Mental Health Services to the population of Lothian and other Boards within Scotland.

The Royal Edinburgh Hospital is located on the south side of the City of Edinburgh. It comprises some 20 wards, 420 beds, bases for community services and outpatient facilities. The hospital provides the following range of specialties:-
- Older People’s Mental Health Services (wards and community team base)
- Acute psychiatry services including acute care, IPCU and rehabilitation
- Mental Health Assessment Service (MHAS)
- Forensic Psychiatry and Regional Medium Secure Unit
- Adolescent Mental Health Services
- Psychotherapy Service
- Psychology Services
- Services for Eating Disorders
- Occupational Therapy and Physiotherapy Services
- Social Services and Mental Health Officer Services

#### In-patient services

#### A Assessment Wards

These are in a new building on the Royal Edinburgh site, opening in May 2017:

<table>
<thead>
<tr>
<th>WARD</th>
<th>SEX</th>
<th>PATIENT GROUP</th>
<th># BEDS</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eden</td>
<td>F</td>
<td>Functional</td>
<td>15</td>
<td>REB</td>
</tr>
<tr>
<td>Eden</td>
<td>M</td>
<td>Functional</td>
<td>15</td>
<td>REB</td>
</tr>
<tr>
<td>Canaan</td>
<td>F</td>
<td>Organic</td>
<td>15</td>
<td>REB</td>
</tr>
<tr>
<td>Ward 14</td>
<td>M</td>
<td>Organic</td>
<td>15</td>
<td>REB</td>
</tr>
</tbody>
</table>

#### HBCCC Wards

These are continuing care wards for people who have very complex needs.

On the Royal Edinburgh site

<table>
<thead>
<tr>
<th>WARD</th>
<th>SEX</th>
<th>PATIENT GROUP</th>
<th># BEDS</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jordan</td>
<td>M</td>
<td>Dementia</td>
<td>15</td>
<td>REH</td>
</tr>
<tr>
<td>Location</td>
<td>Gender</td>
<td>Diagnosis</td>
<td>Number</td>
<td>Area</td>
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</tr>
<tr>
<td>Pentland</td>
<td>M</td>
<td>Dementia</td>
<td>10</td>
<td>REH</td>
</tr>
<tr>
<td>Off site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ferryfield</td>
<td></td>
<td>Dementia</td>
<td>30</td>
<td>NW Edinburgh</td>
</tr>
<tr>
<td>Prospect Bank</td>
<td></td>
<td>Dementia</td>
<td>25</td>
<td>NE Edinburgh</td>
</tr>
<tr>
<td>Ellen’s Glen</td>
<td></td>
<td>Functional</td>
<td>30</td>
<td>SE Edinburgh</td>
</tr>
<tr>
<td>Rehabilitation Ward</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comiston</td>
<td></td>
<td>Mixed</td>
<td>12</td>
<td>REH</td>
</tr>
</tbody>
</table>

**KEY**

REH Royal Edinburgh Hospital  
REB Royal Edinburgh Building (new hospital on REH site)  
HBCCC Hospital Base Complex Clinical Care

**Consultant Staff In-patients**

Dr Robert Clafferty (full time and lead for junior Drs and medical students), Dr Pamela Taylor (full time) and Dr Chris Hallewell, (full time, locum and Clinical Director)

Ferryfield and Ellen’s Glen are led by Drs Jurgens and Anderson from the Community Consultant team.

**Liaison Services**

A plan to develop dedicated Old Age Psychiatry Liaison Services in general hospitals, including additional consultant psychiatrists is well advanced. The successful applicants for present posts can influence these developments. In the interim, there is a senior older peoples mental health nurse in each General Hospital. There is already a comprehensive Psychiatry Liaison Service in both general hospitals whose focus is younger adults. This team does see older people, with functional disorders, so the new post-holder will have psychiatric colleagues in the general hospitals.

**Community Services**

There are 4 Community Mental Health Teams, Consultant responsibilities are-

- North East – Dr Neill Anderson  
- North West – Dr Jane McLennan  
- South East – Dr Guy Holloway  
- South West – Dr JD Jurgens

There are also specialist clinics, Dr Jurgens running the Parkinson’s clinic and Dr Holloway a cognitive disorders clinic.

There is one city-wide Rapid Response Team with approximately 20 staff at present, but growing. It began in December 2016 and is reducing admissions and facilitating discharge from the Royal Edinburgh Hospital. RRT is available from 9 till 6
on weekdays and weekends. The Consultant input to this team is presently from the community Consultants, but the intention is that one of the new post-holders will take a leadership role in this service and become responsible for seeing a proportion of patients.

All teams have multidisciplinary membership with OT and psychology aligned to community teams.

The Edinburgh Behavior Support (EBSS) service is led by psychology with nurse membership and advice when required from psychiatrists. It focuses on patients in care homes with dementia and associated behaviors that challenge. There is a nurse consultant in dementia who contributes to the EBSS and general hospital liaison

Other Local Services

The Royal Edinburgh Hospital is undergoing a comprehensive redevelopment and has wards for working age adults, IPCU, Rehabilitation Service, Regional Medium Secure Units, Child & Adolescent Mental Health Services. The University Departments of Psychiatry are also hosted on this site.

There is a weekly case conference and frequent special lectures, which new post-holders will be encouraged to attend. The Lothian old age psychiatrists meet for case based discussion, teaching sessions and business meeting each week in Mid Lothian. The Edinburgh consultants meet weekly. Each month there is a formal business meeting, a case based discussion and two informal meetings

Non-Consultant Medical Staff in Psychiatry of Old Age at the Royal Edinburgh site

The inpatient service is supported by
Three FY2s
Three psychiatry core trainees and one or two higher trainees
One GPST.
There is time in all consultant job plans for supervision of juniors

Section 4. Main Duties and Responsibilities

Clinical

- **Out of Hours Commitments.** Currently consultants participate in an on call rota for Old Age Psychiatry, with consultants from East and Midlothian. The rota covers Edinburgh, East and Midlothian out of hours, with support from training grade doctors, and the nurse led Mental Health Assessment Service and RRT. The frequency will be approximately 1:8 but will be less frequent when all posts are filled.
Location
- The principal base of work will be at the Royal Edinburgh Hospital, but the General Hospital Liaison post will have responsibilities in both the Royal Infirmary of Edinburgh in the South East of the city and the Western General Hospital in the North West of the city.

Provide High Quality Care to patients:
- Maintain GMC specialist registration and hold a license to practice
- Develop and maintain the competencies required to carry out the duties of the post
- Ensure patients are involved in decisions about their care and respond to their views.

Research, Teaching and Training
- Where possible collaborate with academic and clinical colleagues to enhance NHS Lothian’s research portfolio; at all times meeting the full requirements of Research Governance.
- To provide high quality teaching to medical undergraduates and members of other health care professions.
- To act as educational supervisor and to ensure external accreditation of training posts with an appropriate allocation of SPA time for these roles.

Medical Staff Management
- To work with colleagues to ensure junior doctors’ hours are compliant in line with EWTD and New Deal.
- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments.
- To participate in the recruitment of junior medical staff as and when required.
- To participate in team objective setting as part of the annual job planning process.
- To work flexibly with colleagues in the Consultant team to meet service needs across the city

Governance
- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
- Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis
- Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director
- Role model good practice for infection control to all members of the multidisciplinary team.

Strategy and Business Planning
- To participate in the clinical and non-clinical objective setting process for the directorate.

Leadership and Team Working
• To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Lothian and when participating in national or local initiatives.
• To work collaboratively with all members of the team
• To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
• Adhere to NHS Lothian and departmental guidelines on leave including reporting absence.
**Section 5. NHS Lothian – Indicative Job Plan**

Post: Consultant Old Age Psychiatrist
Specialty: Old Age Psychiatry
Principal Place of Work: Jardine Clinic, Royal Edinburgh Hospital
Contract: Full time (9 PA:1 SPA) initially to be negotiated
Availability Supplement: 5%
Out-of-hours: approx 1:8
Managerially responsible to: Clinical Director

The Job Plans indicated in the timetable below are indicative. Individual Job Plans will be agreed with the Clinical Director and if appropriate with Professor Ritchie. Given the Service’s commitment to continued change and improvement, such Job Plans will be subject to review at least annually.

**Indicative Job Plan**

<table>
<thead>
<tr>
<th>RRD</th>
<th>RRD</th>
<th>RRD</th>
<th>RRD</th>
<th>RRD</th>
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</thead>
<tbody>
<tr>
<td>WARD</td>
<td>Consultant meeting</td>
<td>EDEN FEMALE (meeting)</td>
<td>WARD</td>
<td>1 EDEN FEMALE (meeting)</td>
</tr>
<tr>
<td>WARD</td>
<td>COMISTON (meeting)</td>
<td>SPA</td>
<td>Case conference University</td>
<td>WARD</td>
</tr>
</tbody>
</table>

**Ward Work includes**

- Seeing patients
- Family meetings and ward rounds
- Discharge summary
- Mental Health Act work

This indicative plane includes responsibility for 15 acute functional admission beds and 12 rehabilitation beds (Eden female and Comiston).

RRD stands for ‘rapid run down’, a daily meeting on both functional wards to improve patient pathways.
In-patients/RRT

<table>
<thead>
<tr>
<th>WARD/RRT RRT</th>
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<th>WARD/RRT RRT</th>
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<th>WARD/RRT RRT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant meeting</td>
<td>Ward 14 meeting</td>
<td>Case conference University</td>
<td>SPA</td>
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</tbody>
</table>

- RRT has a daily meeting with review of all active patients at noon each day
- This indicative Job Plan includes responsibility for Ward 14 (15 beds dementia assessment) where work will include
  - Seeing patients
  - MHA work
  - Family meeting
  - Discharge meeting

- RRT work will include
  - Daily meeting
  - Seeing patients with member of RRT or alone
  - Case discussion

Given the unpredictable nature of the RRT, a fixed timetable is not appropriate. Fixed sessions, eg, for ward work will be agreed by post-holder and clinical director.
General Hospital Liaison

This is a new post so sufficient time will be available to work with key colleagues in developing and refining optimal Job Plan. There will also be opportunities to spend time developing new model of Liaison Service to general hospital and Care Homes.

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<th>RIE</th>
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<tr>
<td>WGH</td>
<td>Consultant meeting</td>
<td>SPA</td>
<td>Case conference University</td>
<td>WGH</td>
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</tbody>
</table>

WGH – Western General Hospital

RIE – Royal Infirmary of Edinburgh

Work will include

- Supervision of present PoA nurses in RIE and WGH
- Seeing patients
- Teaching sessions in MoE wards

MoE colleagues in both hospitals are friendly and easy to work with. They have high level skills in delirium and dementia and are very keen to work closely with PoA colleagues.

Section 6. Contact Information

Informal enquiries and visits are welcome and should initially be made to: Dr Chris Hallewell, telephone 0131 537 6607. You would also be welcome to contact Dr Neill Anderson 0131 537 6105), Dr Peter Le Fevre, Associate Medical Director 0131 537 6301 and Mr Tim Montgomery, Director of Operations 0131 537 6843

Section 7 Working for NHS Lothian

Working in Edinburgh and the Lothians

NHS Lothian is an integrated NHS board working with local integrated joint boards to provide Community Mental Health and Hospital Services.
Old Age Psychiatry across the city is managed jointly by the four integrated joint board sectors and the Royal Edinburgh and Associated Services Division of NHS Lothian (REAS). REAS is responsible for the management of In-patient Services and RRT, the IJB is responsible for management of the Community Mental Health Teams and Liaison Services.

Further information about 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, Mid and West Lothian.

Lothian is 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 costal 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. London is a short, one hour, flight away and flight connections with London, Amsterdam and Paris offer 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
- 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 is 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.

In conjunction with England, Wales, Northern Ireland and NHS Education for Scotland (NES) NHS Lothian recruits junior medical staff both UK wide. 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 Lothian hospitals.

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

We enjoy close links with the University of Edinburgh ([http://www.ed.ac.uk/home](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 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 prevent, 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’s 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

Our values and ways of working

NHS Lothian is determined to improve the way their staff works 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>TYPE OF CONTRACT</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE AND SALARY</td>
<td>Consultant</td>
</tr>
<tr>
<td>HOURS OF WORK</td>
<td>As per job plan</td>
</tr>
<tr>
<td>SUPERANNUATION</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 “opt out” arrangements can be made to do this via: <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a></td>
</tr>
<tr>
<td>GENERAL PROVISIONS</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>
</tr>
<tr>
<td>REMOVAL EXPENSES</td>
<td>Assistance with removal and associated expenses may be awarded (up to 10% of salary)</td>
</tr>
<tr>
<td>EXPENSES OF CANDIDATES FOR APPOINTMENT</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>
</tr>
<tr>
<td>TOBACCO POLICY</td>
<td>NHS Lothian operates a No Smoking Policy in all premises and grounds.</td>
</tr>
<tr>
<td></td>
<td>This post is considered to be in the category of “Regulated Work” and</td>
</tr>
<tr>
<td>DISCLOSURE SCOTLAND</td>
<td>therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership.</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</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 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.</td>
</tr>
<tr>
<td>REHABILITATION OF OFFENDERS ACT 1974</td>
<td>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.</td>
</tr>
<tr>
<td>MEDICAL NEGLIGENCE</td>
<td>In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity will cover only Health Board responsibilities. It may, however, be in your interest to subscribe to a defence organisation in order to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme.</td>
</tr>
<tr>
<td>NOTICE</td>
<td>Employment is subject to three months’ notice on either side, subject to appeal against dismissal.</td>
</tr>
<tr>
<td>PRINCIPAL BASE OF WORK</td>
<td>You may be required to work at any of NHS Lothian’s sites as part of your role.</td>
</tr>
<tr>
<td>SOCIAL MEDIA POLICY</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 the Human Resource 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’s 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 Lothian 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 forms to:

Medical.personnel@nhslothian.scot.nhs.uk

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