Working for NHS Lothian

Locum Consultant Gynaecologist, Royal Infirmary, Edinburgh
Ref: CG 1258
Closing date: 12\textsuperscript{th} August 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 Training</td>
<td>GMC registered medical practitioner</td>
<td>Additional post-graduate qualifications, e.g. MD/PhD/MSc</td>
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<td></td>
<td>Licence to practice</td>
<td>Additional sub-specialty training</td>
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<td></td>
<td>On the specialist register for obstetrics and gynaecology or within six</td>
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<td>months of being eligible for the register at the time of interview.</td>
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<td>MRCOG or equivalent</td>
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<tr>
<td>Experience</td>
<td>General and emergency experience in obstetrics and gynaecology.</td>
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<tr>
<td>Ability</td>
<td>Ability to take full responsibility for independent management of patients</td>
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<td>Ability to communicate effectively and clearly with patients and other</td>
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<td>team members</td>
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<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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<td>Evidence of poster or oral presentations at national or international</td>
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<td></td>
<td>meetings</td>
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<tr>
<td>Teaching and Audit</td>
<td>Evidence of commitment to: clinical audit</td>
<td>Experience of designing audits</td>
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<td></td>
<td>formal and informal teaching and training of trainee doctors, medical</td>
<td>Experience of simulation training</td>
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<td>students and other clinical staff</td>
<td>Evidence of training in clinical and / or educational supervision</td>
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<td>learning and continuing professional development</td>
<td>Teaching qualification</td>
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<td>Motivation</td>
<td>Evidence of commitment to: patient-focused care</td>
<td>Desire to develop services for patients</td>
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<td>continuous professional development and life-long</td>
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<tr>
<td>Learning</td>
<td>Knowledge of and commitment to the work of the Scottish Patient Safety Programme.</td>
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</table>
| **Team Working** | Ability to work in a team with colleagues in own and other disciplines  
Good team worker  
Experience of working in multidisciplinary teams  
Ability to organise time efficiently and effectively  
Reliability  
Excellent communication skills | Ability to motivate colleagues  
Evidence of previous managerial training and experience |
| **Circumstances of Job** | May be required to work at any of NHS Edinburgh and the Lothian's sites  
On call for emergency obstetrics and gynaecology  
Willing to support TOP service |
Section 2  Introduction to Appointment

Job Title:  Consultant Gynaecologist

Department:  Women's Services

Base:  Royal Infirmary, Edinburgh

Post Summary

This post is a 12 month fixed term consultant appointment based at the Royal Infirmary, Edinburgh. On call will be for gynaecology at the Royal Infirmary, Edinburgh on a 1:9.5 rota with prospective cover. The post is available from 01 December 2017.

The post-holder will be expected to have expertise in general and emergency gynaecology and provide surgical support in Obstetrics when necessary. The post holder may be required to work on other sites within NHS Lothian.

The post has one session of flexible prospective cover within the job plan for theatre, daytime on call or outpatient clinics. General gynaecology clinics and special interest sessions, dependent upon the service needs, are included in the job plan.

Input into the TOP service may be required.

Section 3  Departmental and Directorate Information

The obstetric and gynaecology service at St. John's comprises 26 obstetric beds, including a day bed unit, and 18 gynaecological beds (10 in-patient and eight day beds/23 hour stay beds in a dedicated Day Case Surgical Facility). In 2015 the department handled approximately 2,800 deliveries and had over 5000 new gynaecological outpatient referrals. Four weekly high risk antenatal clinics are held and in addition there is a weekly multiple pregnancy, diabetic and maternal medicine clinic and a monthly haematology clinic. The obstetric unit is supported by a SCBU. Special interests of the department include urogynaecology, laparoscopic surgery and menstrual dysfunction (including out patient hysteroscopy) and maternal medicine. The unit also looks after oncology services for West Lothian and has input into the regional service for adolescent gynaecology.

The Simpson Centre for Reproductive Health at the RIE is the main centre for perinatal care in South East Scotland. There were approximately 6700 deliveries in 2014. The SCRH is the tertiary referral centre for the South East of Scotland and is the largest obstetric unit in Scotland. The hospital includes an intensive care Neonatal Unit, with 12 Level 1 Intensive Care, seven Level 2 Intensive Care and 24 Special Care cots. Six weekly high risk antenatal clinics are held within the SCRH.

There is large general gynaecological workload with approximately 500 hysterectomies (abdominal, laparoscopic and vaginal) and 5,000 day cases being performed per annum. Over 16,000 new gynaecological out-patients are seen per year (including those seen in peripheral clinics). Sub-specialty interests include gynaecological oncology, urogynaecology, infertility, endometriosis and menstrual dysfunction. Within the Simpson Centre for Reproductive Health, there is the Edinburgh Fertility and Reproductive Endocrinology Centre (EFREC) for patients with endocrine and infertility problems. In 2015 the Royal Infirmary of Edinburgh became accredited as an Endometriosis Centre of Expertise.
There are strong links between the two units.

Senior Medical Staffing at St John’s Hospital, Livingston.

Dr S Nicholson (Clinical Director for Gynaecology NHS Lothian)
Dr T K Cooper (Clinical Lead for O&G, St John’s)
Dr P Dewart
Dr A Macleod
Dr S Rane
Dr K Rose
Dr S Kallat
Dr S Coutts
Dr P Mills
Dr J Wilkens
Dr A Armstrong
Dr E Golightly
Dr S Court (Associate Specialist)

Senior Medical Staffing at the Royal Infirmary of Edinburgh

The RIE Medical Staff is currently divided into three units:-

Fetomaternal Medicine Unit

Dr R G Hughes (Clinical Director for Obstetrics NHS Lothian)
Dr C Love (Clinical Lead for Obstetrics)
Professor J Norman (University of Edinburgh)
Dr C Alexander
Dr A Campbell
Dr S Cooper
Dr K Dundas
Dr N Mary
Dr S Cowan
Dr K Edgar
Dr F Denison (Senior Clinical Lecturer)
Dr N Palaniappan
Dr E Dougal
Dr L Hermis
Dr F. Fankam
Dr N. Aedla
Dr H Mustafa
Dr B Smyth
Dr Jacqui Laurie

Benign Gynaecology / Oncology / Urogynaecology Unit

Dr S Nicholson (Clinical Director for Gynaecology NHS Lothian)
Dr S Jack (Clinical Lead for Gynaecology RIE)
Professor H O D Critchley (University of Edinburgh)
Professor A Horne (University of Edinburgh)
Dr C Martin
Dr Scott Fegan (joint appointment with Fife)
Dr Mario Congiu
Dr Nidal Ghaoui
Section 4: Main Duties and Responsibilities

Clinical:

- The post is designed to support the elective and emergency gynaecology workload at the Royal Infirmary. The post holder will take part in the 1:10 daytime on call for Gynaecology at the Royal Infirmary (Monday to Friday). During this week all other clinical sessions will be cancelled.

- The job plan includes general and laparoscopic benign gynaecology, and emergency gynaecology including early pregnancy. Each week there will be an average of one prospective cover session, a mixture of day case and inpatient theatre lists, up to two gynaecology outpatient clinics including one for special interest.

- Direct input into the TOP service is not essential but emergency care for these patients would be expected.

- On call is for gynaecology with a frequency of 1:9.5 with prospective cover.

- On average there will be 1.0 PA of prospective cover for theatre per week or for daytime on call or clinics. This is designed to enable the department to maintain waiting list and waiting time targets and may take place during any non-DCC fixed session. The rota is made up at least 6 weeks in advance. The clinical administration and SPA time will be taken flexibly around the prospective cover. In a 10 PA job plan it is anticipated that there will be an opportunity for two half days per week to be taken flexibly in-line with service needs and prospective cover/SPA/clinical administration commitments.

- These are exposure prone posts and evidence of the relevant immunities will be required before starting.

Provide high quality care to patients:

- Maintain GMC specialist registration and hold a licence 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 to 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 as required by the Clinical Director
• To act as educational supervisor and appraiser as delegated by the clinical Director to ensure external accreditation of training posts with an appropriate allocation of SPA time for these roles
• The Royal Infirmary of Edinburgh is the site of the University's newly established Queens Medical research Institute of which the Centre for Reproductive Biology is a key component. This is the largest aggregation of Reproductive Scientists and Clinicians in Europe and offers unique opportunities for research collaboration in all areas of obstetrics and gynaecology. Currently the most prominent areas of clinical research include fertility control (conception and contraception), gynaecological endocrinology, menstrual dysfunction, endometriosis, gonad and gamete biology, fetomaternal disorders, placenta function and the biological control of parturition.
• Advanced training skill modules are available for trainees in years ST6/7.
• The Department of Obstetrics and Gynaecology has been recognised for sub-specialty training in fetomaternal medicine, reproductive medicine and gynaecological oncology. The sub-specialty training programme in urogynaecology is being developed. There are also sub-specialty training opportunities in sexual and reproductive health at the Family Planning Clinic in Dean Terrace, Edinburgh.

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

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
- Adhere to NHS Lothian values
# Section 5 Indicative Job Plan

**Post**
Consultant

**Specialty:**
Gynaecology

**Principal Place of Work:**
Royal Infirmary, Edinburgh

**Programmed activities:**
10 PA 9.0 DCCPA; 1.0 SPA

**On call:**
Level 1

**Availability supplement:**
5%

**Managerially responsible to:**
Dr S Nicholson, Clinical Director

## Week 1.

<table>
<thead>
<tr>
<th>Day</th>
<th>Location</th>
<th>Type of work</th>
<th>DCC</th>
<th>SPA</th>
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<tr>
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<td>Theatre</td>
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<td>13.30-17.00</td>
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<tr>
<td>Tuesday</td>
<td>CHALMERS</td>
<td>SPA</td>
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<td>Special Interest</td>
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<tr>
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<td>CHALMERS</td>
<td>Special Interest</td>
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<tr>
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<td>RIE</td>
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<td>RIE</td>
<td>Theatre</td>
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<td>GOPD</td>
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<tr>
<td>1300-1700</td>
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<td>GOPD</td>
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<td>Friday</td>
<td>RIE</td>
<td>GOPD</td>
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<td>RIE</td>
<td>GOPD</td>
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<td>13.00-17.00</td>
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<td>GOPD</td>
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### Week 2.

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<td>Tuesday</td>
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<td>SPA</td>
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<tr>
<td>Wednesday</td>
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<td>GOPD</td>
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<td>0830-1230</td>
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<td>1300-1700</td>
<td>RIE</td>
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<tr>
<td>Thursday</td>
<td>RIE</td>
<td>Prospective cover</td>
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<tr>
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<td>08.30-12.30</td>
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<td>13.00-17.00</td>
<td>RIE</td>
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<tr>
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<td>RIE</td>
<td>On call out of hours for Gynaecology 1:9.5 with prospective cover.</td>
<td>1.5</td>
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The attached job plan describes a 9:1 split between direct clinical care and supporting professional activities. NHS Lothian allocates all consultants one SPA for CPD, audit, clinical governance, appraisal, revalidation and routine service management meetings. As a teaching and research centre, NHS Lothian is willing to allocate additional SPA time for local priorities such as undergraduate teaching, clinical supervision, educational supervision and research. These are areas where NHS Lothian has a strong commitment and is keen to support. Additional SPA time will have agreed outputs and be subject to annual review during job planning. The precise allocation of SPA time and associated objective will be negotiated after appointment.
Section 6: Contact Information

Informal enquiries and visits are welcome and should initially be made to:

Dr Simon Nicholson  
Clinical Director for Gynaecology NHS Lothian  
simon.nicholson@nhslothian.scot.nhs.uk  
0131 536 1000

or

Dr Stuart Jack, Clinical Lead Royal Infirmary, Edinburgh  
stuart.jack@nhslothian.scot.nhs.uk  
0131 536 1000

or

Dr Edward Doyle  
Associate Medical Director  
Women’s and Children’s Services  
NHS Lothian  
edward.doyle@nhslothian.scot.nhs.uk  
0131 536 0007.
Section 7: Working for NHS Lothian

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 Tracey Gillies is the Executive 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 £1 million of waste, unnecessary or inappropriate costs in one area of our system, denies us the opportunity to invest that £1 million 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
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>Substantive</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRADE AND SALARY</strong></td>
<td>Consultant: £77,529 - £104,525</td>
</tr>
<tr>
<td><strong>HOURS OF WORK</strong></td>
<td>40</td>
</tr>
<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 “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><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>
</tr>
<tr>
<td><strong>REMOVAL EXPENSES</strong></td>
<td>Assistance with removal and associated expenses may be awarded (up to 10% of salary)</td>
</tr>
<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>
</tr>
<tr>
<td><strong>TOBACCO POLICY</strong></td>
<td>NHS Lothian operates a No Smoking Policy in all premises and grounds.</td>
</tr>
<tr>
<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>
</tr>
<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 Entry Clearance or Leave to Remain in the UK has been granted</td>
</tr>
</tbody>
</table>
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 INDEMNITY**

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 MEDIA 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 fulfil 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 short listing. 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.