Working for NHS Lothian

CONSULTANT IN OLD AGE PSYCHIATRY
Ref: CG 1371
Closing date: 13/05/2018
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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

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<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Qualifications and Training</td>
<td>• MRC Psych (or equivalent)</td>
<td>• Further qualifications in Old Age Psychiatry or post graduate qualifications.</td>
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<td>• Full GMC registration</td>
<td>• Endorsement in Liaison Psychiatry</td>
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<td>• Included on the GMC Specialist Register in Old Age Psychiatry, or Specialist Registrars within 6 months of completing their CCT.</td>
<td>• Qualifications or training in geriatric medicine</td>
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<td>• Applicants should hold Section 22 approval or be willing to gain approval once in post</td>
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<td>Experience</td>
<td>• Relevant experience in Old Age Psychiatry, including both organic and functional disorders.</td>
<td>• Working in a CMHT for older people.</td>
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<td>• Experience of and skills in multi-disciplinary working.</td>
<td>• Experience in partnership working.</td>
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<td>• Specific experience in Day Hospital/Outreach Services</td>
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<td>Ability</td>
<td>• Expertise in community psychiatry for older people and knowledge of modern treatment options.</td>
<td>• Skills in psychological/social therapies.</td>
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<td>• Ability to train and supervise junior medical staff/medical students/staff from other disciplines.</td>
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<td>• Good written, verbal and interpersonal communication skills.</td>
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<td>• A commitment to developing services and working in partnership with social work, voluntary organisations, private providers, patients and carers.</td>
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<td>Clinical Governance</td>
<td>• Knowledge of basic principles and implementation</td>
<td>• Undertaken specific projects (audit, risk management)</td>
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<td>Research</td>
<td>• An interest in systematic enquiry</td>
<td>• Published research, ongoing projects.</td>
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[Image of Disability Confident Employer logo] [Image of Careers NHS Lothian logo]

[Link: http://careers.nhslothian.scot.nhs.uk]
| **Teaching**          | • Committed to formal and informal teaching and training of ST trainees, junior doctors and medical students | • Experience in teaching doctors and other disciplines.  
• Undergraduate teaching  
• Experience and training as an educational supervisor | • Willingness to complete training to provide educational supervision to junior medical staff  
• Participation in audit projects | • Undergraduate teaching  
• Experience and training as an educational supervisor |
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<td><strong>Management</strong></td>
<td>• Willingness to develop skills</td>
<td>• Previous experience</td>
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<td><strong>Driving</strong></td>
<td>• To be able to carry out home visits and visit peripheral hospitals</td>
<td>• Ability to drive</td>
<td>• To be able to carry out home visits and visit peripheral hospitals</td>
<td>• Ability to drive</td>
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<tr>
<td><strong>Circumstances of Job</strong></td>
<td>May be required to work at any of NHS Edinburgh and the Lothian’s sites</td>
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<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: Consultant in Old Age Psychiatry

Department: Old Age Psychiatry – St John's Hospital, Livingston

Base: OPD5, St. John's Hospital, Livingston

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

Post Summary:

You will be expected to undertake the duties of an Old Age Consultant Psychiatrist.

Section 3: Departmental and Directorate Information

NHS Lothian

NHS Lothian is an integrated NHS Board in Scotland providing primary, community, mental health and hospital services. Mr Tim Davison is Chief Executive and Miss Tracey Gillies is Medical Director.

The NHS Board determines strategy, allocates resources and provides governance across the health system. Services are delivered by Lothian University hospitals division, the Royal Edinburgh hospital and Associated mental health services, 4 community health (and social care) partnerships (CH(C)Ps) in City of Edinburgh, West Lothian, East Lothian and Midlothian, and a Public Health directorate.

NHS Lothian serves a population of 850,000.

1.1 University Hospitals Division

The University Hospitals Division provides a full range of secondary and tertiary clinical services to the populations of Edinburgh, Midlothian, East Lothian and West Lothian. The Division is one of the major research and teaching centres in the United Kingdom.

Hospitals included in the Division are:

The Royal Infirmary of Edinburgh
The Western General Hospital
The Royal Hospital for Sick Children, Edinburgh
St John’s Hospital
Liberton Hospital
The Princess Alexandra Eye Pavilion

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The Royal Infirmary (RIE) is a major teaching hospital on a green field site in the South East of the city of Edinburgh built in 2003. It comprises 25 wards, 869 beds, and 24 operating theatres, and is equipped with modern theatre and critical care equipment and monitoring. Within the main building is a dedicated, multidisciplinary, 5 theatre day surgery complex. The hospital provides for most specialities and is the centre for:

- General surgery with a focus on the upper GI tract
- Vascular surgery
- Hepato-biliary and Transplant medicine and surgery
- Cardiac and Thoracic surgery
- Elective and trauma Orthopaedics surgery
- Neonatology
- Obstetrics & Gynaecology
- Cardiology
- Renal Medicine
- Sleep Medicine
- Regional major Accident and Emergency centre.

There is a Combined Assessment Unit which takes unselected GP or direct emergency referrals, and from A&E. CAU includes the Dept of Liaison Psychiatry and the Scottish Poisons Bureau and Treatment Centre. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, MR, Ultrasound and NM and PET scanning will be available in 2008). There is a full range of lecture theatres, a library and AV facilities.

The Western General Hospital (WGH) has 600 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 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 Receiving Unit, which accepts GP referrals and 999 ambulance medical cases on a zoned basis within the city, and a nurse led Minor Injuries Unit. There is no trauma unit at this hospital. 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.
St John’s Hospital (SJH) opened in 1989 and is located in the centre of Livingston, a new town about 30 minutes drive west from Edinburgh. The hospital provides for most common specialties but does not have emergency general surgery or orthopaedic trauma surgery. There are 24 wards in total consisting of:

- Medical Admissions Unit, 3 General Medical wards and a CCU/medical HDU.
- 5 Psychiatric wards including an Intensive Psychiatric Care Unit, Psychiatry for the Elderly and a Post-natal Psychiatric unit.
- 3 Medicine for the Elderly wards including a Stroke Unit, Orthopaedic Rehabilitation Unit and a General Rehabilitation ward.
- 4 Surgical wards including Plastic Surgery, Regional Burns Unit, Oral and Maxillofacial Surgery, ENT and General Surgery (Elective).
- 4 Obstetric & Gynaecology wards including a Labour Suite.
- 1 Paediatric ward.
- 1 Observation Ward attached to the A&E Department.
- The Regional Eating Disorders Unit for South East Scotland.

There is a satellite renal dialysis unit run from the renal unit at the RIE with visiting nephrology input.

St. John’s Hospital provides specialist care in:

- General Medicine with specialists in Acute Medicine, Cardiology, Diabetes & Endocrinology, Gastroenterology, Respiratory Medicine and Care of the Elderly
- Haematology
- Obstetrics & Gynaecology
- Child Health including Paediatrics and community child health
- The regional Burns and Plastic Surgery unit for SE Scotland
- Oral and Maxillofacial Surgery
- ENT
- Critical Care (ITU, HDU and CCU)
- Accident and Emergency
- General Surgery
- Orthopaedics
- Anaesthetics
- Mental Health including IPCU
- Regional Eating Disorders Unit

There are also visiting specialists providing out-patient clinics and ward consultations in Dermatology, Nephrology, Rheumatology, Neurology, Urology and Oncology.

Since 2005 general surgery, urology and orthopaedics have been reconfigured in NHS Lothian with SJH being developed as a major elective centre for the region. Lothian’s ENT service was relocated to SJH to create an integrated head and neck unit with OMFS and Plastic Surgery.

Recent developments at SJH include a new endoscopy suite, a digital mammography unit, an oncology (cancer care) day centre, a satellite renal dialysis unit and a £2.75m reprovision of A&E. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, Ultrasound.

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and NM) with PACS archive and an electronic patient management system (TRAK) linked across NHS Lothian.

The hospital has been accredited full teaching hospital status by the University of Edinburgh. There is a full range of lecture theatres, a library and AV facilities.

The **Royal Hospital for Sick Children** (RHSC) is a 141 bedded hospital providing general and specialist services for children. The hospital is situated in a residential area close to the centre of Edinburgh and is approximately 3 miles from the site of the New Royal Infirmary and the co-located University of Edinburgh Medical School and 3 miles from the Western General Hospital. The RHSC is a 151-bedded Hospital, and is the main paediatric teaching hospital for the South-East of Scotland providing general and specialised services on a local, regional and national basis. It acts as the local paediatric referral centre for the children of Edinburgh and surrounding areas, and as a tertiary referral centre for intensive care patients; gastroenterology, hepatology & nutrition; respiratory medicine; cardiology; nephrology; neurology; oncology; haematology; neonatal surgery; plastic surgery; orthopaedic surgery; urological surgery and aspects of general surgery.

Hospital accommodation encompasses five theatres, a critical care unit comprising a 6/8 bedded Paediatric Intensive Care Unit, 4/6 bedded High Dependency Unit and a 3 bedded Neonatal Intensive Care Unit. There is an excellent library facility and a modern lecture theatre with a full range of audio-visual equipment.

All services are supported by comprehensive radiology, neurophysiology, laboratory and therapy services. The local radiology department provides on site Magnetic Resonance Imaging, CT Scanning, nuclear scanning and ultrasound. On site laboratories provide biochemistry, haematology, pathology and neuropathology services.

### 1.2 Community Healthcare Partnerships

The four established Lothian Community Health (and Social Care) Partnerships serve the population of Edinburgh, Midlothian, East Lothian and West Lothian.

Hospitals in the CH(C)P’s include:

- The Astley Ainslie Hospital in Edinburgh
- Rosslynlee Hospital in Midlothian
- Herdmanflat Hospital
- Roodlands Hospital in East Lothian
- Tippethill Hospital and
- St. Michael’s Hospital in West Lothian.

The four CHPs are coterminous with Edinburgh, Midlothian, East Lothian and West Lothian Councils bringing together those responsible for planning, managing and providing community-based health services for the population of Edinburgh and the Lothians.

There are 7,500 members of staff. In addition, there are approximately 1,000 independent contractors in General Medical and Dental Practice, as well as pharmacists and opticians.

population of 850,000 people is served across health board area. The range of services care of the elderly, medical rehabilitation, community mental health, substance misuse and learning disability, district nursing and health visiting, family planning, well woman, comprehensive dental care and those provided by Professions Allied to Medicine, such as physiotherapy, pharmacies and optometrists. Specialist services provided include brain injury rehabilitation, bio-engineering and prosthetics, drugs and alcohol misuse and harm reduction, AIDS/HIV and Children and Family Psychiatric Services.

1.3 Royal Edinburgh Hospital and Associated Services

The Royal Edinburgh and Associated Services provides 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, day hospitals and outpatient facilities. The hospital provides the following range of specialities:

- Acute Mental Health
- Rehabilitation
- Psychiatric Emergency Team 24/7
- Outpatients
- Assessment Psychiatry of Old Age
- Forensic Medium Security Unit
- Inpatient facilities for under 18s
- Psychotherapy Service
- Psychology Services
- Services for Eating Disorders
- Day Hospitals – Psychiatry of Old Age

There are an additional 46 bed and 1 day hospitals for Psychiatry of Old Age in the north of the city at the Royal Victoria Hospital.

The hospital is currently housed in a mix of accommodation ranging from 19th century to present. There is a major project now in place to take forward a reprovisioning programme in line with the “Delivery for Mental Health” Scottish Executive 2006.

1.4 Department of Public Health Medicine

The aim is to improve the health of the people of Lothian in collaboration with many other partners. Using our range of knowledge, experience and networking capability, our distinctive contributions are:

⇒ the promotion of specific measures to monitor and improve health;
⇒ the collation and interpretation of health related information.
The following objectives have been agreed as the basis for the Department’s work plans:

1. To monitor the health status and health needs of people in Lothian;

2. To promote improvements in the health of Lothian people directly, and by providing information and advice to the public on health matters;

3. To assist Lothian NHS Board to fulfil its statutory obligations;

4. To contribute to strategic changes within the NHS in Lothian by providing information on clinical effectiveness;

5. To facilitate improvements in health and health care services directly, and through ‘managed clinical networks’ and wider alliances;

6. To contribute on a 24 hour basis to the control and prevention of communicable diseases and environmental hazards;

7. To maintain commitments to teaching, training, professional development, audit and research

To enable efficient management of the Department: there are at present four groups in the Directorate. These are; Healthy Communities, Healthcare; Health Protection and Health Information.

2 University of Edinburgh

The University of Edinburgh was established in 1582 and is one of the largest in the United Kingdom located on a number of prominent sites in Scotland’s capital city. It is Scotland’s premier research university, graded within the top six multi-faculty British Universities in the last national research assessment exercise (90 percent of its academic staff were in units rated 4, 5 or 5*). It has 3,000 academic staff, over 16,000 undergraduate and over 4,000 postgraduate students and an annual expenditure of over £261M for teaching and research. The University is organised into 3 Colleges: Humanities and Social Science, Medicine and Veterinary Medicine, Science and Engineering.

3 NHS Library and Postgraduate Facilities

There are excellent facilities on all sites.

4 Mental Health Services In West Lothian

The Mental Health Services in West Lothian are managed by the local Community Health and Care Partnership. However they form part of the Lothian wide services and are integral to the Lothian Mental Health and Wellbeing Strategy. All psychiatric consultants working at St John’s Hospital are expected to engage in regional planning for their particular specialty and relevant continuing professional
development activities.

In-patient Mental Illness services, including an Intensive Psychiatric Care Unit, and Care of the Elderly with Mental Disorder beds are in St John’s Hospital at Howden, Livingston. There are two regional inpatient services covering the South East of Scotland, a Perinatal Psychiatry Mother and Baby unit and a regional Eating Disorders unit.

Day Hospital for the Elderly with Mental Disorder services, at St John’s Hospital have been fully reconfigured and replaced with community outreach nursing teams. We have a close working relationship with Care of the Elderly Medical Day Hospital. There are 4 consultant sessions in old age liaison psychiatry.

In general psychiatry there are 5 Community-based Rehabilitation Day Hospitals [including depot and Clozapine clinics]. Clinical Psychology, Occupational Therapy and Psychiatric Nurses run a range of psychotherapeutic groups in St John’s Hospital.

There is a wide range of out-patient clinics, both hospital and primary care based. With Clinical Psychology Services and Community Psychiatric Nursing also based within Health Centres, this offers the opportunity for close networking and liaison with General Practitioners and other community staff. A community outreach team comprised of Consultant Psychiatrists, Community Psychiatric Nurses and Social Work staff provides a service to patients with a severe and enduring illness.

There is a dedicated team for Mental Health Social Work, and another for Mental Health Officers and Adults with Incapacity.

The Clinical Psychology Department is also part of the CHCP. The department offers dedicated sessions to Care of the Elderly with Mental Disorder, Child and Family Psychiatry, in addition to 8 primary care based clinics.

Occupational Therapy and Physiotherapy Services are provided from within St John’s Hospital by the respective departments. The Occupational Therapy service is especially active in Mental Health

5.1 Staffing

West Lothian Health and Care Partnership currently employ 12 Consultant Psychiatrists, including 3.1 WTE in the Care of the Elderly with Mental Disorder; 1.6 WTE in Perinatal Psychiatry and 0.5 WTE in Eating Disorders.

Medical Staffing

Dr Suzanne Roscrow (0.9 WTE) Psychiatry of Old Age
Dr Peter Gordon (0.6 WTE) Psychiatry of Old Age
Vacancy (0.6WTE) Psychiatry of Old Age

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Dr Amy Lindsay (0.6 WTE) Psychiatry of Old Age
Vacancy (0.8 WTE) 0.4 WTE old age liaison 0.4 WTE general liaison
Dr Hosakere Aditya Liaison Psychiatry \ Assoc Med Director
Dr Prakash Shankar (0.6 WTE) Liaison Psychiatry
Dr. Louise Mowatt General Adult Psychiatry/IPCU

Dr Amal Al-Sayegh (0.6 WTE) General Adult Psychiatry
Dr Brian Coyle Perinatal Psychiatry
Dr Rob Stewart Perinatal Psychiatry
Dr Angela Haselgrove Rehabilitation Psychiatry
Dr Richard Taylor Regional Eating Disorder Unit
Dr Gowtham Rai Regional Eating Disorder Unit
Dr Susie Hume CAMHS
Dr Leonie Boeing CAMHS
Dr Lucy Russell CAMHS
Dr Zubair Ahmed (locum) CAMHS

Supporting Medical Staff

There are 3 Specialist Trainee posts based in West Lothian that are part of the South East of Scotland Psychiatric Rotation. These posts offer training Old Age Psychiatry, General Psychiatry and Child and Adolescent Psychiatry. There are 3 General Practice Vocational Training posts and 3 Foundation Year 2 posts, providing experience in General Psychiatry and Old Age Psychiatry. There is also a Foundation Year 1 post in Liaison Psychiatry.

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Specialist Registrar attachments are currently available in General Psychiatry, Liaison Psychiatry, Rehabilitation, Old Age Psychiatry and Child and Adolescent Psychiatry.

5.2 Organisation of Psychiatric Services

Adult Psychiatry including Rehabilitation

The model of general psychiatric care and the organisation of West Lothian services was last reviewed in 2009. Clients with the most complex ongoing needs are cared for by a Consultant in Rehabilitation Psychiatry, using services like the Community Outreach Team and Day Services.

Consultants in General Adult Psychiatry are currently responsible for the acute care of other patient groups and for a sessional commitment to locality based service supporting primary care.

Old Age Psychiatry

3.1 WTE Consultants (incl 0.4WTE liaison sessions) are currently identified as having a special responsibility for Psychiatry of Old Age. Four of the consultants share responsibility for the 12 bedded Assessment Unit within St John’s Hospital, an acute outreach team and a total of 50 community based old age psychiatry beds for patients with dementia and challenging behaviour.

Liaison Psychiatry

For under 65s a service is provided for St John’s Hospital at Howden by a Consultant Liaison Psychiatrist. This includes the assessment of patients presenting after deliberate self-harm.

Forensic Psychiatry

One Consultant is responsible for the running of the Intensive Psychiatric Care Unit at St John’s Hospital. A supra-regional in-patient Forensic Unit is on the Royal Edinburgh Hospital campus.

Child and Adolescent Psychiatry

The Child and Adolescent Psychiatry service based at St John’s Hospital is part of the Lothian CAMHS service. A regional inpatient unit is part of the Royal Edinburgh Hospital.

Substance Abuse Services

There is a regional service for people with Drug and Alcohol Problems which includes a Consultant Psychiatrist. This provides dedicated community services in West Lothian and in-patient alcohol services are provided at the Royal Edinburgh Hospital.
Perinatal Psychiatry

The East of Scotland Mother and Baby Unit is in St John’s Hospital. The consultant out of hours on-call rota for West Lothian will provide cover for this.

Eating Disorder Services

An inpatient Eating Disorder Unit was opened at St John’s Hospital in 2012. The consultant out of hours on-call rota for West Lothian will also provide psychiatric cover for this.

Learning Disability Services

These services are provided across Lothian, and West Lothian is served by a community team with input from a Consultant Psychiatrist

Scottish Mental Health Service for Deaf People

This team is based at St John’s Hospital, with a national remit.

5.3 Undergraduate Teaching

Medical staff undertake the teaching of undergraduate medical students from the Universities of Edinburgh and Dundee.

Section 4: Main Duties and Responsibilities

The post is a 6 session post and is a chance to be part of a well-established team at a time of positive development.

The post-holder will deliver care and promote a multidisciplinary and multiagency approach to a catchment area of approx. 9860 over 65s (figures from GP lists)

The postholder will be supported by a multi-disciplinary team including junior medical staff and a part-time secretary.

Clinical:

- To work jointly with consultant colleagues to lead and shape the provision of Old Age Psychiatry services within West Lothian
- To promote a multi-disciplinary/multi-agency approach
- To provide consultant psychiatric input for a clearly defined population (determined by GP practice) including those referred for routine outpatient assessment, managing more urgent referrals, providing medical input into the acute assessment ward and patients under the care of the acute outreach team

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- To work closely with and provide medical advice to community psychiatric nursing team, the memory treatment team and members of other disciplines (occupational therapy, psychology)
- To be an Approved Medical Practitioner in terms of the Mental Health (Care and Treatment) (Scotland) Act 2003 and the Adults with Incapacity (Scotland) Act 2000 and undertake the required duties in relation to this
- To provide psychiatric court reports as requested by the local legal authorities and reports in conjunction with aspects of incapacity legislation
- To participate in the psychiatric consultant on-call rota
- To participate in cross cover arrangements for other colleagues during periods of annual leave, study leave and short-term sick leave

**Liaison with other agencies**

- To provide expert advice to and forge working links with other stakeholder agencies and groups, especially with our partners in West Lothian Council but also with Primary Care, voluntary organisations and private care providers.

**Education and Training**

- To provide clinical supervision to junior and senior trainees working in the Department
- To provide structured clinical supervision to specific trainee within clinics
- Post holder should be registered as a trainer or be willing to seek this promptly, and the postholder will be expected to provide an hour a week supervision to a specific trainee within the department.
- To participate in the training and development of staff, including medical students on attachments, nursing staff, Allied Health Professionals (AHPs) and local authority staff when time for this is made available
- To participate in the local post-graduate programme, including a teaching contribution to our programme of junior doctors tutorials and weekly multidisciplinary educational sessions.
- To participate in continuing professional development, annual appraisal and revalidation

**Out of Hours Commitments:** The post holder will be on call for the West Lothian psychiatric service out of hours, on currently a 1:9 rota, covering old age psychiatry, mother and baby unit, eating disorder unit, liaison psychiatry within St. John’s and general psychiatry

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Location:
- St. John’s Hospital, Livingston with medical cover to a community based longer stay unit 8 miles from the hospital. Post holder will be expected when appropriate to assess patients in their own home, at community services or residential facilities.
- As part of your role, you may be required to work at any of NHS Lothian’s sites

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

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

**Continuing Professional Development**

NHS Lothian are committed to provide Consultants with time and resources for their Continuing Professional Development (CPD) requirements. There is a local CPD peer group for West Lothian Consultants, which meets monthly, in addition to weekly journal clubs during term time. There is also a well-established peer group of Lothian consultants in Old Age psychiatry which meets monthly in Edinburgh.

**Population and Services**

**Catchment Area, Bed Numbers and Staffing**

West Lothian has a total population of 180,000. The Old Age Psychiatry services cover a total over 65 population of 25,700 (from GP lists). We have a 12 bedded mixed organic/functional assessment ward (ward 3). There are also 25 long stay beds in community settings for women with advanced dementia and challenging behaviour (In the Rosebery Unit, Whitburn) and 25 also for men (Maple Villa, Craigshill, Livingston).

Patients under the age of 65 with possible dementia are generally initially assessed by general psychiatry, who will usually initiate diagnostic investigations before transferring to the old age service for follow up.

**Consultant Staffing**

- Dr Suzanne Roscrow, Consultant. (9 sessions)
- Post A, (this post) Consultant. P/T (6 sessions)
- Dr Amy Lindsay Consultant. P/T (6 sessions)
- Dr Peter Gordon Consultant. P/T (6 sessions)

**Older Peoples Acute Care Team**

This team was set up in 2012, coinciding with the downsizing of the assessment ward. Two staff nurses and a charge nurse provide up to daily visits for a maximum of 12 patients, who are more acutely unwell. It aims to prevent admission, and facilitate early discharge from the assessment ward. Cover over the weekends when needed is...
provided by the Acute Care and Support Team (a similar outreach team providing 7 day
a week care to patients under 65)

Community Psychiatric Nursing Team for the Elderly and Nursing Home Liaison

There are 5 CPNEs working in West Lothian. Weekly meetings are held with consultant
staff to discuss caseload and to allocate new referrals.
There are 2 additional dedicated CPNEs providing support, assessment and advice to
Nursing homes. 2 sessions of consultant time are allocated to support this service. A
business proposal has been accepted for a more comprehensive Behavioural Support
Service within West Lothian with psychology and OT input
There is 1 CPNE who specifically takes referrals for patients with an existing diagnosis of
dementia who have been rereferred with behavioural issues

Memory Treatment Service

Our nurses do an initial home assessment and then patients are reviewed in the
outpatient clinic. After the medical team have made a diagnosis of dementia this team
of 2 staff nurses provide ongoing prescription and monitoring of Cholinesterase
inhibitors for the first 6 months of treatment, in addition to post diagnostic support.

St John’s Clinical Psychology Services for Older People

Clinical Psychology is provided by Dr Sandy McAfee (0.9 WTE) He also has a session to
cover neuropsychiatric evaluation of patients under 65.
The Clinical Psychology Department regularly has Psychology Trainees rotating for 6
month blocks during their postgraduate training. They work closely with our nurse and
consultants who provide a liaison service within St Johns

Medicine for the Elderly Service

There is a good working relationship with the geriatricians at St John’s, where they have
an admission and rehabilitation ward. In the past year the geriatricians have developed
an outreach assessment and treatment service (REACT) with the appointment of
community geriatricians to support this service. This service aims to prevent admission
by providing intensive assessment and multidisciplinary treatment at home. There is a
significant overlap with the old age psychiatry patients seen in the community.

Social Services, Voluntary and Private Sectors

We work in close partnership with West Lothian Council Social Work Department as well
as the voluntary and private sectors, notably Alzheimer’s Scotland, Carers of West
Lothian and care homes.
Carers of West Lothian run support and education groups for carers of patients with
dementia in conjunction with the occupational therapy staff at St John’s.
Alzheimer’s Scotland have a well-established early onset (pre-senile) support service in
West Lothian and provide counselling and a practical support/befriending service to
patients under 65 with dementia and their carers. They have also set up monthly

http://careers.nhslothian.scot.nhs.uk
dementia cafes for all patients with dementia, and provide some post diagnostic counselling using the 8 pillars approach.
The Edinburgh Advocacy Service (EARS) provide advocacy for patient in West Lothian who are over 65

**Day care facilities**

A wide variety of dementia specialist and generic day services in West Lothian are provided by the Local Authority and by the voluntary sector.

Rosebery Day Centre a well-established dementia specialist service in Livingston run by a voluntary organisation.
MOOD (Mental Health Options for older people with depression) is an innovative voluntary sector service, based in Fauldhouse in the West of West Lothian – providing a flexible group based service for elderly people, at various sites across West Lothian.

Social work run day care at 5 additional sites across West Lothian

**Research Audit and Teaching**

Undergraduate medical students from Edinburgh University are attached to the Old Age Psychiatry Department on a regular basis, for a period of 2 weeks.

The Mental Health Directorate has a multi-disciplinary clinical audit group. All medical staff within the hospital are expected to participate in Medical Audit, both by their involvement in ongoing projects and by initiating review of their own work practices.

The Consultant will be supported within his or her NHS responsibilities to undertake research and expected to participate in undergraduate and postgraduate teaching as required. As stated in the advertisement, the Consultant may be offered an appropriate honorary appointment by the University of Edinburgh.

In certain circumstances, where the Consultant concerned has responsibilities for organising teaching in a particular discipline or has a research interest which extends beyond the duties of his/her NHS post, the Trust and the University may agree that a Consultant be offered a part-time Senior Lecturer appointment with specific sessional allocation. Such appointments will be subject to reconsideration by the Trust, the University and the Consultant at intervals of not less than 3 years, and, in the event of the contract being modified by the reduction or elimination of academic sessions, the Consultant would be entitled to continue in the same number of total sessions, all of which would then be devoted to Health Service work.

If the successful candidate wished to be considered for a part time Senior Lecturer post, it would be necessary for the appointee to make special application to the Division, giving full details of the work to be undertaken.

There is an active psychiatric postgraduate programme at St John’s Hospital every Tuesday from lunchtime during academic terms. Consultants and other members of the teams present cases, journal clubs and there are also external speakers. There are also regular CPD sessions.

http://careers.nhslothian.scot.nhs.uk
Section 5: NHS Lothian – Indicative Job Plan

Post: Consultant in Old Age Psychiatry

Specialty: Old Age Psychiatry

Principal Place of Work: St John’s Hospital

Contract: Substantive, part time

Availability Supplement: 5%

Out-of-hours: 1:9 rota

Managerially responsible to: Clinical Director

Timetables of activities that have a specific location and time:

Indicative Job Plan

<table>
<thead>
<tr>
<th>DAY / LOCATION</th>
<th>TIME (hrs)</th>
<th>TYPE OF WORK</th>
<th>DCC [PAs]</th>
<th>SPA [PAs]</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday SJH</td>
<td></td>
<td>Ward reviews (am) OP Clinic (pm)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday SJH</td>
<td>8.30-5.00</td>
<td>Ward Round (am) Consultant Meetings / SPA (pm)</td>
<td>2</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Wednesday SJH</td>
<td>9.00-5.00</td>
<td>OP Clinic (am) Ward reviews (pm)</td>
<td>2</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Thursday SJH</td>
<td></td>
<td>OP Clinic (am) SPA (pm)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday SJH</td>
<td>9.00-4.30</td>
<td>Ward reviews (am) SPA (pm)</td>
<td>1</td>
<td>1</td>
<td>8</td>
</tr>
</tbody>
</table>

TOTALS: 24 hrs

Job Plan and Conditions of Service

The job plan will be agreed with the successful candidate and approved by the Associate Medical Director.

This is a 6 session Programmed Activities post, with 5.0 sessions of Direct Clinical Care and 1.0 session of Supporting Professional Activities. SPA will reflect activity such as appraisal, personal audit and professional development occurring outside study leave time. Once the candidate has been appointed additional SPA time may be agreed for specific activities such as research, quality improvement projects, undergraduate and postgraduate teaching etc. which takes place outside direct clinical care. These activities must be specifically and clearly identified and be agreed with the management team and desired by the department.

An appraisal system for reviewing personal development and job planning will be undertaken annually.

http://careers.nhslothian.scot.nhs.uk
Section 6: Contact Information

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

Dr Hosakere Aditya
Consultant Psychiatrist and Assoc Med Director
St John’s Hospital
Howden Road West
Livingston
West Lothian
EH54 6PP
E-mail hosakere.aditya@nhslothian.scot.nhs.uk

Dr Suzanne Roscrow
Consultant Psychiatrist in Old Age Psychiatry
St John’s Hospital
Howden Road West
Livingston
West Lothian
EH54 6PP
E-mail suzanne.roscrow@nhslothian.scot.nhs.uk

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

http://careers.nhslothian.scot.nhs.uk
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](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-centered 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](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>Part time, substantive. 6 Programmed Activities (5.0 Direct Clinical Care Activities and 21.0 Supporting Professional Activities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE AND SALARY</td>
<td>Consultant (Pro-Rata)</td>
</tr>
<tr>
<td>HOURS OF WORK</td>
<td>24 hours per week (6 sessions)</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>DISCLOSURE SCOTLAND</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>CONFIRMATION OF ELIGIBILITY TO</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</td>
</tr>
</tbody>
</table>
**WORK IN THE UK**  
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.

**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 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](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](http://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.