Working in NHS Edinburgh and the Lothians

Consultant Physician in Acute General Medicine and Respiratory Medicine

Ref: CG1533
Closing date: 13.02.2019
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.
## 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 postgraduate qualifications, e.g. MD/PhD/MSc</td>
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<td></td>
<td>MRCP(UK) or equivalent</td>
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<td></td>
<td>Licence to practice or be eligible for inclusion on the GMC Specialist</td>
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<td>Register in Acute and General Medicine and Respiratory Medicine within 6</td>
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<td>months of interview.</td>
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<tr>
<td>Experience</td>
<td>Wide experience in Acute and General Medicine</td>
<td>Evidence of engagement with delivery of acute care pathways</td>
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<td></td>
<td>Wide experience in Respiratory Medicine</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></td>
<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>meetings</td>
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<td>Teaching and Audit</td>
<td>Evidence of commitment to:</td>
<td>Experience of designing audits</td>
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<td></td>
<td>clinical audit and quality improvement activity</td>
<td>Experience of simulation training</td>
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<td></td>
<td>formal and informal teaching and training of trainee doctors, medical</td>
<td>Evidence of training in clinical and / or educational</td>
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<td>students and other clinical staff.</td>
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<td>Motivation</td>
<td>Evidence of commitment to:</td>
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<td>patient-focused care</td>
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<td>continuous professional development and life-long learning</td>
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<td>effective and efficient use of resources</td>
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<tr>
<td>Team Working</td>
<td>Ability to work in a team with colleagues in own and other disciplines</td>
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<td>Ability to organise time efficiently and effectively</td>
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<td>Reliability</td>
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<td>Excellent communication skills</td>
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<td>1. Circumstances of Job</td>
<td>May be required to work at any of NHS Edinburgh and the Lothian’s sites</td>
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<tr>
<td>Team Working</td>
<td>Ability to motivate colleagues</td>
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<td></td>
<td>Evidence of previous managerial training and experience</td>
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Section 2. Introduction to Appointment

Job Title: Consultant Physician in Acute and General Medicine and Respiratory Medicine

Department: Acute and General Medicine, and Respiratory Medicine

Base: Royal Infirmary of Edinburgh

You may also be required to work at any of NHS Edinburgh and the Lothian’s sites.

**Post Summary:**

This is a 10PA post incorporating a commitment to the Acute and General Medicine service aligned with Respiratory Medicine. Respiratory presentations at the front door are a significant part of the acute medical take. This post recognizes the importance of Respiratory specialists providing their expertise in the management of this group, working alongside Acute and General Physicians to enhance the work at the front door. This post will also realize the enormous opportunities for developing robust ambulatory care pathways for respiratory presentations and supporting discharge from the downstream wards. This post is a full-time post but job sharing opportunities are likely to be available.

Section 3. Departmental and Directorate Information

**Acute and General Medical Unit**

The Acute Medical Unit is one of the busiest receiving units in the United Kingdom. There is an average medical take of approximately 60 patients within a 24-hour period. There is a strong ethos and drive to provide high quality, safe, person-centered care, providing real time consultant led assessment, diagnosis and treatment of patients to facilitate early discharge or prompt referral to the appropriate specialty. One of the strengths of the unit is well-integrated multidisciplinary working. The unit has excellent daily input from the main medical specialties from the time of admission ensuring that over 70% of patients are safely discharged within 48 hours.

There are two General Medicine wards with 36 beds each. They are staffed with a dedicated multidisciplinary team providing holistic care to a high standard with a strong focus on continuity and good communication, quality improvement and patient safety. The average length of stay is around 5 days.

There is a busy ambulatory care service with excellent links to the Emergency Department, a well-established range of ambulatory care pathways and close links with other medical specialties and opportunities for future development.

**Consultants contributing to Acute Medical Receiving**
Dr Johanne Simpson - Clinical Director for Acute and General Medicine
Dr Nicola Zammitt – Clinical Director for Diabetes/Endocrinology
Dr Kathy Strachan - Acute and General Medicine
Dr Ross Murphy – Acute and Emergency Medicine
Dr Simon Dummer - Acute and General Medicine
Dr Ann Lockman - Acute and General Medicine
Dr Caroline Bates - Acute Medicine and Gastroenterology
Dr James Dear - Clinical Pharmacology & Toxicology
Dr Arvind Veiraiah - Clinical Pharmacology & Toxicology
Dr Euan Sandilands - Clinical Pharmacology & Toxicology
Dr Hafid Narayan - Acute Medicine and Clinical Pharmacology
Dr Pauline Jones - Acute Medicine and Diabetes/Endocrinology
Dr Wei Leng Teoh - Acute Medicine and Diabetes/Endocrinology
Dr Marcus Lyall – Acute Medicine and Diabetes/Endocrinology
Dr Alan Jaap - Acute Medicine and Diabetes/Endocrinology
Dr Matthew Young – Acute Medicine and Diabetes/Endocrinology
Dr Fraser Gibb – Acute Medicine and Diabetes/Endocrinology
Dr Anna Dover – Acute Medicine and Diabetes/Endocrinology
Dr Simon Hart – Acute and Stroke Medicine
Dr Andrew Coull – Acute Medicine and Medicine of the Elderly
Dr Jo Renton – Acute Medicine and Medicine of the Elderly
Dr James Tiernan – Acute and Respiratory Medicine
Dr Gourab Choudhury – Acute and Respiratory Medicine
Dr Laura Barr – Acute and Respiratory Medicine
Dr Scott Mackenzie - Acute Medicine and Diabetes/Endocrinology
Dr Michaela Petrie – Acute and Renal Medicine
Dr Iain Macintyre – Acute and Renal Medicine

**Respiratory Medicine, RIE**

The Respiratory Medicine Unit includes 48 inpatient beds (Ward 204), a Pulmonary Function Laboratory and access to medical day case beds. This is the largest specialist respiratory ward in Scotland with a high turnover of patients and ward NIV facilities. The ward has a dedicated OT/Physio and pharmacy support. All the main respiratory subspecialties other than CF (located at WGH) are represented in the RIE.

**Consultants**

Professor Moira Whyte UoE, Head of Department, COPD
Dr Tracey Bradshaw, NHS, lead asthma, TPD respiratory medicine
Dr Tom MacKay NHS, lead sleep services
Prof Adam Hill NHS, lead TB/bronchiectasis
Dr Renata Riha NHS, sleep services
Dr Kris Skwarski, NHS, lung cancer, interventional pulmonology
Dr John McCafferty, NHS, pleural, lung cancer, interventional pulmonology
Dr Nik Hirani UoE, professional lead RIE, lead ILD
Dr Gourab Choudhury, NHS, respiratory and acute medicine, COPD, MCN lead
Dr Laura Barr, NHS, respiratory and acute care
Dr James Tiernan, NHS, respiratory and acute care, PE and medical education
Section 4. Main Duties and Responsibilities

Clinical Role within Acute and General Medical Unit

To provide consultant supervised, safe and high quality care with rapid and real time consultant-led assessment alongside close supervision and education of junior staff. It is expected that the consultant maintains a highly visible presence at the front door with real-time facilitation of management plans, discharge and specialty referrals.

The current design of the Acute Medicine commitment attracts 1.5 PA per week on an annualised basis. Consultants will work with a team of staff Monday – Wednesday, Wednesday – Friday or Friday through to Monday. Each of these periods of work is approximately 2.5 times per year. The successful applicant will also provide ongoing care of patients admitted to the General Medicine or outlying wards on an annualized basis (0.5PA)

Each consultant also provides an additional weekend (09:00 – 12:00) cover to the General Medicine wards to facilitate weekend discharges.

There is also a 1 in 24 out of hours availability commitment when on for Acute Medicine, which attracts a 3% availability supplement

The successful applicant will have a commitment to support interface medicine within the emergency department, help the development of the Ambulatory Care service and provide ongoing care to patients admitted to the General Medicine or outlying wards.

Clinical Role within Respiratory Medicine

To contribute to the consultant respiratory on call rota (0.5 PA approx 1 in 20), respiratory ward rounds on ward 204 (1.25 PA per week) and 2 respiratory clinics.

Location

It is anticipated the principal base of work will be Royal Infirmary of Edinburgh

As part of your role, you may be required to work at any of NHS Edinburgh and the 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 Edinburgh and the 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 Edinburgh and the Lothians 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 Edinburgh and the Lothian’s and departmental guidelines on leave including reporting absence.

Adhere to NHS Edinburgh and the Lothian values.
Post: Acute and General Medicine and Respiratory Medicine
Specialty: Acute and General Medicine
Principal Place of Work: Royal Infirmary of Edinburgh
Contract: Full time
Availability Supplement: 3%
Managerially responsible to: Dr Crichton Ramsey (pan-Lothian CD respiratory medicine), Nik Hirani (Clinical Lead for Respiratory Medicine in RIE) and Dr Johanne Simpson (CD in Acute and General Medicine).

The Acute Medicine on call contribution attracts 1.5 PA weekly on an annualised basis. This varies according to the on call roster as will the weekly timetable. On a week without Acute Medicine the post holder will provide 9 PA (4.5 days) of activity.
### Indicative Job Plan for week without Acute Medicine working

<table>
<thead>
<tr>
<th>DAY / LOCATION</th>
<th>TIME (hrs)</th>
<th>TYPE OF WORK</th>
<th>DCC [PAs]</th>
<th>SPA [PAs]</th>
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<tbody>
<tr>
<td>Monday RIE</td>
<td>09:00–13:00</td>
<td>Resp advice/admin/triage (1in2) Half day in lieu of OOH (1in2) Resp clinic</td>
<td>0.5 1</td>
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<td></td>
<td>09:00–13:00</td>
<td>Bronchoscopy (1in4) Core SPA (3in4) Ward Round Resp Med (3in4) Resp advice/admin/triage (1in4)</td>
<td>0.25 0.75 0.25</td>
<td>0.75</td>
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<td></td>
<td>13:00–17:00</td>
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<td></td>
<td>13:00–17:00</td>
<td>Half-day in lieu of OOH Resp clinic</td>
<td>1</td>
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<tr>
<td>Wednesday RIE</td>
<td>09:00-13:00</td>
<td>Interface acute medicine (3in4) Core SPA (1in4) Ward round Resp Med and GM ward round (1in2) Half-day in lieu of OOH (1in2)</td>
<td>0.75 0.5</td>
<td>0.25</td>
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<tr>
<td></td>
<td>13:00-17:00</td>
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<tr>
<td>Thursday RIE</td>
<td>09:00-13:00</td>
<td>Interface acute medicine (3in4) Resp advice/admin/triage (1in4) Ambulatory care development</td>
<td>0.75 0.25 1</td>
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<td></td>
<td>09:00-13:00</td>
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<td>13:00-17:00</td>
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<tr>
<td>Friday RIE</td>
<td>09:00–13:00</td>
<td>AMU</td>
<td>Respiratory medicine</td>
<td>1.5 0.5</td>
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<td>09:00–13:00</td>
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<td>13:00–17:00</td>
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<td>ON CALL/OOH</td>
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<td>TOTALS</td>
<td>10PA</td>
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<td>9 1</td>
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The Job Plan is negotiable and will be agreed between the successful applicant, and the Clinical Director. There is one core SPA for CPD, audit, clinical governance, appraisal, revalidation job planning, internal routine communication and management meetings.

As a major teaching and research contributor, NHS Edinburgh and the Lothians would normally expect to allocate additional SPA time for activities to
do with undergraduate education, educational supervision of trainee medical staff, research and other activities. These are all areas where NHS Edinburgh and the Lothians has a strong commitment and we recognise the contribution that consultants are both willing and eager to make. Precise allocation of SPA time and associated objectives will be agreed with the successful applicant and will be reviewed at annual job planning.

## Section 6. Contact Information

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

Dr Nik Hirani  
Clinical Lead  
Respiratory Medicine Unit  
Royal Infirmary of Edinburgh  
51 Little France Crescent  
Edinburgh  
EH16 4SA

Telephone: 0131 242 1873 (direct)  
E mail: nik.hirani@nhslothian.scot.nhs.uk or n.hirani@ed.ac.uk

Dr Jo Simpson  
Clinical Director  
Acute Medicine  
Royal Infirmary of Edinburgh  
51 Little France Crescent  
Edinburgh  
EH16 4SA

Telephone: 0131 242  
E mail: Johanne.Simpson@nhslothian.scot.nhs.uk

## Section 7 Working for NHS Edinburgh and the Lothians

### Working in Edinburgh and the Lothians

**Who are we?**

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

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

NHS Edinburgh and the Lothians provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 24,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.
Further information about NHS Edinburgh and the Lothians can be found at http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/default.aspx.

Location

Edinburgh and the Lothians are on the eastern side of Scotland’s central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East, Mid and West Lothian.

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. London is a short, one hour, flight away and flight connections with London, Amsterdam and Paris offer a variety of international flight opportunities.

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

What we can offer you

Working with NHS Edinburgh and the Lothians offers a variety of opportunities and benefits

Access to the NHS pension scheme

Assistance relocating to Edinburgh

NHS Edinburgh and the Lothians 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 Edinburgh and the Lothians 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 Edinburgh and the Lothians and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

In conjunction with England, Wales, Northern Ireland and NHS Education for Scotland (NES) NHS Edinburgh and the Lothians 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 Edinburgh and the Lothians, the University offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.

Our vision, values and strategic aims

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

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

Our staff can contribute fully to achieving the best possible health and healthcare, based on evidence and best practice

Everything we do maximises efficiency and delivers value for patients and the public

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

Prioritise prevention, reduce inequalities and promote longer healthier lives for all

Put in place robust systems to deliver the best model of integrated care for our population – across primary, secondary and social care

Ensure that care is evidence-based, incorporates best practice and fosters innovation, and achieves seamless and sustainable care pathways for patients

Design our healthcare systems to reliably and efficiently deliver the right care at the right time in the most appropriate setting

Involve patients and carers as equal partners, enabling individuals to manage their own health and wellbeing and that of their families

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 Edinburgh and the Lothians 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 Edinburgh and the Lothians 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 Edinburgh and the Lothian’s draft strategic plan - Our Health, Our Care, Our Future – sets out what we propose to do over the coming decade to address these challenges and continue to provide a high quality, sustainable healthcare system for the people of Lothian.

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

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

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

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

Our values and ways of working

NHS Edinburgh and the Lothians 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 Edinburgh and the Lothians – Our Values into Action:

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

Dignity and Respect
We will be polite and courteous in our communications and actions
We will demonstrate respect for dignity, choice, privacy and confidentiality
We will recognise and value uniqueness and diversity
We will be sincere, honest and constructive in giving, and open to receiving, feedback
We will maintain a professional attitude and appearance.

Quality
We will demonstrate a commitment to doing our best
We will encourage and explore ideas for improvement and innovation
We will seek out opportunities to enhance our skills and expertise
We will work together to achieve high quality services
We will use our knowledge and enthusiasm to implement positive change and overcome challenges.
Teamwork
We will understand and value each other’s role and contribution
We will be fair, thoughtful, welcoming and kind to colleagues
We will offer support, advice and encouragement to others
We will maximise each other’s potential and contribution through shared learning and development
We will recognise, share and celebrate our successes, big and small.

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

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

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

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

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<tr>
<th>TYPE OF CONTRACT</th>
<th>RULES</th>
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<tr>
<td>GRADE AND SALARY</td>
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<tr>
<td>HOURS OF WORK</td>
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<tr>
<td>SUPERANNUATION</td>
<td>New entrants to NHS Edinburgh and the Lothians who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to &quot;opt out&quot; arrangements can be made to do this via: <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a></td>
</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 Edinburgh and the Lothians, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary.</td>
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<tr>
<td>REMOVAL EXPENSES</td>
<td>Assistance with removal and associated expenses may be awarded (up to 10% of salary)</td>
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<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. Reimbursement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses.</td>
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<tr>
<td>TOBACCO POLICY</td>
<td>NHS Edinburgh and the Lothians operates a No Smoking Policy in all premises and grounds.</td>
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<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 WORK IN THE UK</td>
<td>NHS Edinburgh and the Lothians 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 Edinburgh and the Lothians they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified.</td>
</tr>
<tr>
<td>REHABILITATION OF OFFENDERS ACT 1974</td>
<td>The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Edinburgh and the Lothians. Any information given will be completely confidential.</td>
</tr>
<tr>
<td>MEDICAL NEGLIGENCE</td>
<td>In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity will cover only Health Board responsibilities. It may, however, be in your interest to subscribe to a defence organisation in order to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme.</td>
</tr>
<tr>
<td>NOTICE</td>
<td>Employment is subject to three months’ notice on either side, subject to appeal against dismissal.</td>
</tr>
<tr>
<td>PRINCIPAL BASE OF WORK</td>
<td>You may be required to work at any of NHS Edinburgh and the Lothian’s sites as part of your role.</td>
</tr>
<tr>
<td>SOCIAL MEDICA POLICY</td>
<td>You are required to adhere to NHS Edinburgh and the 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</td>
</tr>
</tbody>
</table>
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 Edinburgh and the Lothians 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 Edinburgh and the Lothian’s intranet (Counter-Fraud and Theft page) and further information is available at http://www.audit-scotland.gov.uk/work/nfi.php.

References

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

Disclosure Scotland

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

Work Visa

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

Job Interview Guarantee Scheme

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

NHS Edinburgh and the Lothians 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 Edinburgh and the Lothians 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 Edinburgh and the Lothians 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 Edinburgh and the Lothians do not accept CV’s as a form of application.

Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.

Please complete all sections of the application form. Those sections that are not relevant please indicate ‘not applicable’, do not leave blank.
Please feel free to use additional paper if required. Please do not add your name to any additional information provided; secure it to the relevant section and the Recruitment Administrator will add a candidate number.

Please return completed applications forms to:

Medical.personnel@nhslothian.scot.nhs.uk

You will receive an automated response