Consultant Psychiatrist in General Adult Psychiatry (Community)
CG 1667
CLOSING DATE: 23/07/2019
INTERVIEW DATE: 11/09/2019
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.
## Section 1: Person Specification

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Qualifications and Training</td>
<td>GMC registered medical practitioner.</td>
<td>Additional post-graduate qualifications, e.g. MD/PhD/MSc</td>
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<td></td>
<td>Licence to practice</td>
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<td></td>
<td>Applicants must be on the GMC Specialist Register for General adult Psychiatry or within 6 months of the anticipated award of a CCT or CESR in General Adult Psychiatry at the time of interview for the post</td>
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<td></td>
<td>Eligible for recognition as Approved Medical Practitioner under the MH (C&amp;T)(S) Act 2003</td>
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<tr>
<td>Experience</td>
<td>Experience in general adult psychiatry including working in a community setting</td>
<td>Evidence of leading team meetings, CPA meetings, family meetings etc</td>
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<td>Experience of undertaking Mental Health act assessments in the community</td>
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<td>Experience of giving evidence at Mental Health Tribunals</td>
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<td>Ability</td>
<td>Ability to take full responsibility for independent management of patients.</td>
<td>Evidence of complex case management</td>
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<td>Ability to communicate effectively and clearly with patients and team members</td>
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<tr>
<td>Academic Achievements</td>
<td>Supportive of research activity</td>
<td>Evidence of research and publications in peer reviewed journals</td>
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<tr>
<td>Topic</td>
<td>Evidence of commitment to:</td>
<td>Experience of designing audits</td>
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<td><strong>Teaching and Audit</strong></td>
<td>Clinical audit / quality improvement</td>
<td>Evidence of training in clinical and/or educational supervision</td>
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<td>Formal and informal teaching and training of trainee doctors, medical students and other clinical staff.</td>
<td>Completed audit leading to change in practice</td>
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<td>Learning and continuing professional development</td>
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<td><strong>Motivation</strong></td>
<td>Evidence of commitment to:</td>
<td>Experience of involvement in service development projects</td>
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<td>Patient-focused care</td>
<td>Clear commitment to developing role in relation to community services</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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<td><strong>Team Working</strong></td>
<td>Ability to work in a team with colleagues in own and other disciplines</td>
<td>Ability to motivate colleagues</td>
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<td>Ability to organise time efficiently and effectively</td>
<td>Leadership training</td>
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<td>Reliability</td>
<td>Good liaison and negotiation skills</td>
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<td>Excellent communication skills</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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Section 2. Introduction to Appointment

**Job Title:** CONSULTANT PSYCHIATRIST  
**Department:** NORTH WEST COMMUNITY MENTAL HEALTH TEAM  
**Base:** CRAIGROYSTON CLINIC

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

**Post Summary:** This is part time (5 PA) post in General Adult Psychiatry. The previous post holder is reducing his hours with the team to accommodate a national role. The post is available from appointment.

Section 3. Departmental and Directorate Information

**General adult mental health services**
Edinburgh Adult Mental Health Services are separated into North and South Edinburgh areas, having community mental health and acute/unscheduled care components. Consultant psychiatrists work within one of these broad functional areas. Community based consultants are currently aligned to CMHT structures mapping onto GP practice catchment populations.

![Community Mental Health Service Diagram](image)

**Community Mental Health Service**
Community General Adult Psychiatry Services within the City of Edinburgh are separated into four sectors aligned to the four Integrated Joint Board (IJB) localities. These localities are aligned with all other health services and each locality comprises 2 GP clusters. Community Psychiatric Services are managed by the Edinburgh IJB, which combines funding from health and social care budgets into one structure. Each locality has a substance misuse and mental health manager who is responsible for the budget, staffing and governance of the locality. They manage all staff in the community teams except medical staff and clinical psychologists. Senior medical staff, consultants and specialty doctors who work full time in the community are managed together with Royal Edinburgh Hospital based doctors. There is one Clinical Director for community, acute and rehabilitation psychiatry and there is a well
Community services encompass three main components:

- **Community Mental Health Teams (CMHT)**
  - Community Mental Health Teams are consultant led and managed by a nurse team leader.
  - The teams care for patients with the more severe mental disorders requiring longer term input, typically for over 6 months in duration.
  - All patients will be under the care of both a nominated consultant and a key worker who is expected to be responsible for arranging clinical reviews with patient’s consultant when necessary (minimum once annually).
  - CMHTs currently operate a “Fast Track” re-entry system to the team for patients sufficiently recovered to no longer require active CMHT input.

- **Primary Care liaison Teams (PCLT)**
  - Primary Care Liaison Teams provide a time-limited psychological therapy service for persons with the more common ‘mild to moderate’ mental disorders, for example moderate depression and anxiety.
  - Patients taken on by the teams have a nominated psychological therapist who will liaise closely with the patient’s general practitioner.
  - The teams deliver a range of evidenced based psychological interventions.
  - Consultants and other specialist medical staff are required to liaise with the PCLTs, being available for specialist assessment and advice without the necessity of re-referral from primary care services.
  - Referrals to the service are triaged and allocated to the most appropriate service and professional based on the information provided by the referrer. Community consultants will support the PCLTs in triage of more complex cases and maintaining appropriate clinical focus and boundaries. Referrals requiring assessment by a psychiatrist will be seen in the medical out-patient clinics

- **Outpatient Service**
  - Psychiatry out-patient clinics operate in each locality. Patients attending clinics typically are those requiring specialist psychiatric assessment and treatment over a short term period, with care being transferred back to the general practitioner.
  - Patients with more severe, long term illnesses may also attend clinics as the sole contact with specialist mental health services.
Acute & Unscheduled Care Services
The Acute and Unscheduled Care Service consists of the Mental Health Assessment Service (MHAS), the Intensive Home Treatment Team (IHTT), and Acute In-patient unit, currently the Andrew Duncan Clinic of the Royal Edinburgh Hospital.

- **Mental Health Assessment Service (MHAS)**
  - MHAS is a nurse led service providing a 24/7 emergency and crisis mental health assessment service to Edinburgh and the A&E Department of the Royal Infirmary of Edinburgh (RIE).
  - MHAS takes direct referrals from NHS 24, GPs, the out of hours GP service (LUCS) and A&E.
  - The service can also be accessed by self-referral for current patients in contact with mental health services.
  - MHAS is supported by medical staff at both junior and senior levels through the IHTT in hours and the out of hours team out with that.

- **Intensive Home Treatment Team (IHTT)**
  - The IHTT is a multidisciplinary team providing a viable alternative to hospital admission.
  - The team is based at the newly built Royal Edinburgh Building.
  - The various functions include:
    - providing 24/7 cover to the City of Edinburgh
    - Gate keeping all admissions to the REH
    - Facilitating early discharge from the REH acute admission wards
    - See below for more details.

- **The In-Patient Unit**
  - North and South Edinburgh each have one 16 bed male acute admission ward and one 16 bed female acute admission ward
  - This equates 64 bed allocated to patients from Edinburgh
  - A further 16 bed ward is allocated to patients from East and Mid-Lothian but all the beds are managed together to enable risk sharing of fluctuations in demand in the different areas.
  - In-patient consultants are responsible for a specific locality eg NW Edinburgh and supported by team of junior doctors (see below)
  - There are separate daily rapid rundowns at 0900 for the North and South Edinburgh on the wards.
  - Any issues that require senior management input eg delays in finding appropriate housing or support packages are escalated to a daily meeting between inpatient staff and community managers. There is a patient coordinator who facilitates the cases for escalation.
  - There is a 10 bed intensive care unit in the same building to support the acute wards
  - The wards were all newly built in 2017.

http://careers.nhslothian.scot.nhs.uk
Rehabilitation Services
The rehabilitation service has both inpatient and community functions. The 3 consultants and 1 specialty doctor work with both inpatient and community teams.

- **Inpatient Rehabilitation**
  - 60 inpatients across 4 wards

- **Community Rehabilitation Team**
  - Case load of c100 placed in supported accommodation
  - Work with current inpatients to plan discharge
### MEDICAL STAFFING CONFIGURATION

#### COMMUNITY MENTAL HEALTH

**North Edinburgh**

**North West**  
Dr Premal Shah (will be 0.5)  
THIS POST (0.5)

Dr Rebecca Sharpe, Specialty Doctor (0.8)  
CT 1-3

**North East**  
Dr Linda Dickens  
Dr Rob Waller  
0.5 WTE (LOCUM)  
Dr Chris Mathias, Specialty Doctor  
CT 1-3  
GPST  
CT 1-3 (0.5)

**South Edinburgh**

**South West / South Central**  
Dr Deborah Cooper  
Dr Sharon Smith  
Dr Arun Chopra 0.5 WTE  
Dr Mark O’Connor, Specialty Doctor  
FY 2  
CT 1-3

**South East**  
Dr Tim Wheeldon  
Dr Lorna Donnelly  
Dr David Hayward  
CT 1-3  
GPST

#### ACUTE / UNSCHEDULED CARE

**North Edinburgh Wards / IHTT**  
Dr Fiona Murray (North West)  
Dr Connie Meijer (from 1st September) (North East)  
Dr Ihsan Kader (IHTT)  
Specialty Grade (0.4 IHTT)  
FY 2  
CT1-3

**South Edinburgh Wards / IHTT**  
Dr Norman Nuttall (South East)  
Dr Pauline McConville (South West)  
Dr Rachel Brown (IHTT)  
Specialty Grade (0.4 IHTT)  
FY 2  
CT 1-3

**Intensive Care Unit**  
Dr Jane Cheeseman  
CT3

NB: Higher trainees (Specialist Registrar/ST4-6) can be placed in any of these posts individually or as split posts (e.g. IHTT + Inpatients, Inpatients + community)

NHS Lothian and University of Edinburgh
NHS Lothian also has a range of specialist services, mostly based at the Royal Edinburgh Hospital with a few at St John’s Hospital in Livingston (approx 30 mins away).

- Extensive liaison psychiatry services
  - National and local services have 7 consultants working across the two main hospitals: the Royal Infirmary of Edinburgh and the Western General Hospital
- Regional Medium Secure Unit
- Regional Young Persons in-patient Unit
- Regional Adult Eating Disorders in-patient Unit (St John’s)
- Community Eating Disorder Team
- Perinatal Services
  - Mother Baby Unit (St John’s)
  - Community Perinatal Team
- Substance Misuse Services
  - Includes 8 bed inpatient unit
  - 3 consultants working in Edinburgh
- National Brain Injury Unit

NHS psychiatric services within Lothian are supported by the University Of Edinburgh Department Of Psychiatry, the department being located within the grounds of the Royal Edinburgh Hospital. This offers the opportunity to work closely with a world class researchers on site and a regular special lecture series is well attended by clinical staff and academic staff. Napier University also supports services and has Scotland’s only mental health law department with a particular interest in reviewing legislation, capacity and supported decision making.
Section 4. Main Duties and Responsibilities

This is a less than full time position working alongside other senior psychiatrist colleagues providing a community general adult psychiatry service to North West Edinburgh IJB areas. The post will be based within Craigroyston Health Centre. Inpatient care will not be part of the responsibilities of this post.

Full secretarial support will be made available, as will office space.

The post holder will share 1 WTE trainee with the other consultant in the sector and will be the clinical supervisor for the trainee. In addition there is also a 0.8 WTE Specialty Doctor in the sector.

The post holder will be allowed to work flexibly including working compressed hours providing the needs of the service are met. This will need prior agreement with the Clinical Director.

Clinical

- To contribute to the provision of a community psychiatric service within the defined catchment area to individuals ages 18-64 with serious mental health problems.

- To provide expertise in the assessment, diagnosis and management of adult patients with complex mental health needs.

- To contribute to and work as part of the multidisciplinary team to ensure a comprehensive approach to patient care.

- To work in close liaison with the Intensive Home Treatment Team with a view to safe and timely transfer of patients between the teams when clinically appropriate.

- To liaise with consultant colleagues in the inpatient unit especially with regard to care planning and discharge planning.

- To hold Responsible Medical Officer status as defined within the Mental Health (Care & Treatment) (Scotland) Act 2003.

- To lead on Mental Health Act work in the community and attend Mental Health Review Tribunals as required.

- To use the Care Programme Approach where appropriate and as defined by CPA guidance.

- To provide professional leadership to the Community Mental Health Teams including clinical supervision to the medical team working within the service.

- To provide clinical support and expertise to the Primary Care Liaison Teams.

- To work collaboratively with other parts of the Adult Service and with other specialist services within REAS and Edinburgh CHP.
To provide nominal cover for Consultant colleagues on annual leave and in emergencies for sick leave, adverse weather etc.

Out of Hours Commitments
- The post holder will take part in the consultant on call rota. This is an approximately 1 in 26 (pro rata for less than full time employees) on call rota with junior trainees providing first on call and higher trainees providing second on call. The rota covers the City of Edinburgh, Midlothian and East Lothian. The post holder when on call will attend the Mental Health Assessment Service at 9 AM on weekends and public holidays for handover following which they will, together with the Higher Trainee review all new admissions including patients admitted under the Mental Health Act as well as existing ones whose care may need to be reviewed, for example use of passes, as required medication etc. The on call consultant also triages calls to the Higher trainee between the hours of 3 and 8 AM (Monday – Friday) in order to ensure compliance with the Higher Trainee rota.

Location
- The principal base of work will be Craigroyston Health Clinic
- 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.
- 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.
Section 5. NHS Edinburgh and Lothians – Indicative Job Plan

Post: Consultant Psychiatrist

Specialty: General Adult Psychiatry – Community (North West)

Principal Place of Work: Craigroston

Contract: Less than full time: 0.5 PAs

Availability Supplement: 3%

Out-of-hours: Yes – 1 /26 rota for full time staff. Shifts allocated on 0.5 WTE basis.

Managerially responsible to: Dr Andrew Watson, Clinical Director

Indicative Job Plan:

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<th>Monday</th>
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<tbody>
<tr>
<td>Morning</td>
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<td>9-10am CMHT meeting</td>
<td>OP/ CMHT patients</td>
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<td>10-1pm urgent/ admin</td>
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<tr>
<td>Afternoon</td>
<td>Core SPA</td>
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<td>OP/ CMHT patients</td>
<td>Urgent/ admin</td>
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The Job Plan is negotiable and will be agreed between the successful applicant, and the Clinical Director. The days of work are indicative and are open to negotiation on appointment. NHS Lothian policy dictates that initially all consultants are appointed with one core SPA. As a major teaching and research contributor, NHS Lothian would normally expect to allocate additional SPA time for activities to do with undergraduate education, educational supervision of trainee medical staff, research, quality improvement and other activities after appointment. These are all areas where NHS Lothian 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.
Informal enquiries and visits are welcome and should initially be made to: Dr Andrew Watson, Clinical Director, 07866256096. Arrangements to visit the unit can be made by contacting Dr Prem Shah, Consultant Psychiatrist or George Watson, Nurse Team Leader on 0131 536 9460.
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.

http://careers.nhslotian.scot.nhs.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/](http://www.scotmt.scot.nhs.uk/) and [http://nes.scot.nhs.uk/](http://nes.scot.nhs.uk/)

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

Our vision, values and strategic aims

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

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

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

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

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

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

Our Health, Our Care, Our Future

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

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

The plan outlines a range of proposals, which will allow us to:
- improve the quality of care
- improve the health of the population
- provide better value and financial sustainability

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

NHS Lothian’s Clinical Quality Approach – Quality Driving Improvement

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

In all highly reliable healthcare organisations, it is clear that senior leadership commitment to the importance of the work, the introduction of consistent improvement methodology, the use of good quality data and building improvement capability within the workforce, are key to the successful delivery of improvement strategies.
To allow NHS Lothian to meet the needs of our population today and in the future, we need to build on the good work that is already being done to redesign services and create a whole organisation approach to quality improvement.

Our Values and ways of working

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

NHS Lothian – Our Values into Action:

Care and Compassion

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

Dignity and Respect

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

Quality

• We will demonstrate a commitment to doing our best
• We will encourage and explore ideas for improvement and innovation
• We will seek out opportunities to enhance our skills and expertise
• We will work together to achieve high quality services
• We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

Teamwork

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

Openness, Honesty and Responsibility

• We will build trust by displaying transparency and doing what we say we will do
• We will commit to doing what is right – even when challenged

http://careers.nhslothian.scot.nhs.uk
• 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.

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<thead>
<tr>
<th>TYPE OF CONTRACT</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE AND SALARY</td>
<td>Consultant, £80653 - £107170 per annum (pro rata if applicable)</td>
</tr>
<tr>
<td>HOURS OF WORK</td>
<td>20</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 &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 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 WORK IN THE UK</td>
<td>NHS Lothian has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide</td>
</tr>
</tbody>
</table>
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 Legislation
During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lothian Staff Privacy Notice, found here on the NHS Lothian website.

For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

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 via Audit Scotland.

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 here on the Home Office website.

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 here on the NHS Lothian website.

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.