Working for NHS Lothian

Clinical Fellows Paediatric Intensive Care
Ref: TG 1007
Closing date: 2nd April 2017
Please return completed applications in Word Format by midnight on the close date to medical.personnel@nhslothian.scot.nhs.uk

You will receive a response acknowledging receipt of your application.

This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.
<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 with a licence to practice</td>
<td>- EPLS/APLS Provider</td>
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<tr>
<td></td>
<td>- Part 1 MRCPCH or equivalent qualification</td>
<td>- Paediatric intensive care experience and training</td>
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<td>- Learning and continuous professional development</td>
<td>- Advanced training in pediatrics</td>
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<tr>
<td>Clinical Experience</td>
<td>- Minimum of three years relevant clinical experience e.g. paediatrics or anaesthesia.</td>
<td>- Experience in paediatric or adult intensive care medicine.</td>
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<td>- Experience of neonatal intensive care</td>
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<tr>
<td>Ability</td>
<td>- Evidence of ability to work within a multi-disciplinary team within a potentially busy and stressful environment.</td>
<td>- Ability to make independent decisions with consultant support.</td>
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<tr>
<td>Academic Achievements</td>
<td>- Understanding of the importance of research</td>
<td>- Commitment to research, publications and presentations.</td>
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<tr>
<td>Teaching and Audit</td>
<td>- Commitment to formal and informal teaching and training of medical students and nurses</td>
<td>- Evidence of teaching qualification or learning.</td>
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<td>- Evidence of participation in audit projects</td>
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<td>Motivation</td>
<td>- Evidence of commitment to:</td>
<td>- Clear commitment to developing role in paediatric intensive care</td>
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<td></td>
<td>- Patient focused care,</td>
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<td>- Effective and efficient use of resources</td>
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<td>- Understanding of limitations</td>
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<td>- Understanding of the work of the Scottish Patient Safety Paediatric Programme</td>
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</tbody>
</table>
| Personal Attributes | Evidence of teamwork with colleagues in own and other disciplines  
|                     | Able to organise time efficiently and effectively |
|                     | Ability to motivate colleagues |
| **Circumstances of Job** | May be required to work at any of NHS Lothian’s sites |
Section 2: Introduction to Appointment

Job Title: Clinical Fellows Paediatric Intensive Care
Department: Paediatric Intensive Care
Base: Royal Hospital for Sick Children, Edinburgh

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

Post Summary:

These two posts are in the Paediatric Intensive Care Unit (PICU) at Royal Hospital for Sick Children, Edinburgh (RHSC), one of two provider units for the Scottish Paediatric Intensive Care Service.

The posts are available for 12 months from 01 August 2017.

Section 3: Departmental and Directorate Information

The Paediatric Intensive Care Unit (PICU) is a multidisciplinary unit that caters for infants, children and young people from a wide variety of disciplines including paediatric surgery, neurosurgery, medical paediatrics, plastic surgery, burns and general trauma. The case mix includes a broad spectrum of critically ill children requiring level two and level three care, with the exception of cardiac surgical and transplant patients.

Since April 2007 the two Scottish PICUs in Glasgow and Edinburgh have operated as a National Paediatric Intensive Care Service. The Edinburgh PICU has admitted continually increasing numbers of patient over recent years, with around 500 admissions last year. There are 8 paediatric intensive care beds which was increased to 10 last year over a three month period to cope with winter pressures. It is supported by 6 high dependency beds on the critical care floor. The high dependency beds can be upgraded for intensive care when the need arises. There are 3(4) neonatal surgical cots attached to the surgical ward.

The National Paediatric Intensive Care Retrieval Service is centrally funded and is delivered by retrieval teams from the PICUs in Edinburgh and Glasgow. The Edinburgh team conducts around 150 intensive care retrievals from other hospitals in Scotland per year.

The PICU is staffed to PICS standards with a nursing complement that includes:

1 Clinical Nurse Manager PICU (Band 8)
10 Senior Nurses (Band 7)
2.2 WTE Educators (Band 6)

The unit participates in a UK wide audit of paediatric intensive care practice, contributing data to the Paediatric Intensive Care Audit Network (PICANet). Over the past 10 years, the PICU has a strong track record in clinical research in paediatric neurosciences.

The Department for Anaesthesia and Critical Care provides anaesthesia for a wide range of paediatric surgical activity including paediatric surgery, neonatal surgery, orthopaedic
surgery, scoliosis surgery, neurosurgery, plastic and re-construc tive surgery, burns and ENT Surgery, and supports an acute and chronic pain service. Theatre activity takes place in five recently equipped operating theatres. In addition the anaesthetic department supports paediatric activity out with the theatre complex in radiology and occasionally in other hospitals. There is an acute pain service and a chronic pain clinic.

The Department is responsible for all teaching and training in paediatric intensive care and paediatric anaesthesia in the South East of Scotland School of Anaesthesia and the South East of Scotland School of Paediatrics. There are five ST trainees from the South East of Scotland School of Anaesthesia attached at any one time. The department has a commitment to teaching for various groups including undergraduates, anaesthetic trainees, non-anaesthetic trainees in paediatric intensive care and accident and emergency medicine and non-medical staff. The department also contributes to the training of the intra-hospital paediatric emergency team. Potential applicants should have an interest in and commitment to undergraduate and postgraduate teaching. Office accommodation and secretarial support will be identified for the appointee.

**Departmental Meetings**

Administration – There are monthly meetings of PICU and Anaesthetic consultant staff that considers Departmental practice and development.

**The team**

RHSC Department of Anaesthesia, Theatres and Critical Care Team:

Dr Colin Young Consultant in Paediatric Anaesthesia
Dr Julie Freeman Consultant in Paediatric Anaesthesia and Intensive Care
Dr Edward Doyle Consultant in Paediatric Anaesthesia
Dr Mary Rose Consultant in Paediatric Anaesthesia (CD)
Dr Jillian McFadzean Consultant in Paediatric Intensive Care, Anaesthesia
Dr David Rowney Consultant in Paediatric Anaesthesia and Retrieval
Dr Alistair Baxter Consultant in Paediatric Anaesthesia
Dr Phil Neal Consultant in Paediatric Anaesthesia
Dr Carolyn Smith Consultant in Paediatric Anaesthesia (College Tutor)
Dr Emma Dickson Consultant in Paediatric Anaesthesia
Dr Ulf Theilen Consultant in Paediatric Intensive Care (TPD Paediatrics SES)
Dr Jon McCormack Consultant in Paediatric Anaesthesia and Retrieval
Dr Nandita Chinchankar Specialty Doctor in Paediatric Intensive Care Retrieval
Dr Karen McGrath Consultant in Paediatric Anaesthesia
Dr Milly Lo Consultant in Paediatric Intensive Care, Academic Medicine
Dr Pamela Winton Consultant in Paediatric Anaesthesia
Dr Catherine McDougall Consultant in Paediatric Intensive Care and Respiratory Medicine
Dr Omair Malik Consultant in Paediatric Anaesthesia and Retrieval
Dr Suzanne Boyle Consultant in Paediatric Anaesthesia
Dr Andras Husz Consultant in Paediatric Anaesthesia and Intensive Care
Mrs Margaret McPheely Departmental Secretary
Section 4: Main Duties and Responsibilities

The post holder will be part of a resident rota with four paediatric trainees from the South East of Scotland deanery, and 2 ANPs. This rota is compliant with the EWTD at a maximum of 48 hours/week, and has a resident shift pattern with each shift being 12.5 hours long.

This rota is supported by seven intensive care consultants. It is also supported by a team of doctors who deliver the paediatric retrieval service.

There is an active teaching program in the PICU centred around a Wednesday afternoon. There is dedicated time for trainee teaching for at least one hour, followed by the PICU Grand Round which is attended by all of the PICU Medical Staff. In the final hour of the afternoon there is program of governance meetings which includes Mortality & Morbidity meetings, critical incident reporting and retrieval, data and equipment updates and training.

As part of this post there is regular training for the Paediatric Emergency Team (PET) which is active within the hospital.

The post holder will be expected to participate in the active teaching of medical students and nurses, as is appropriate for their level of experience and training.

The appointee will contribute to undergraduate and postgraduate teaching at RHSC, including Basic and Advanced Resuscitation Training.

Applicants should possess MRCPCH or equivalent, and preferably some intensive care experience.

This is an exposure prone post and evidence of the relevant immunities will be required before commencing work.

The appointee will utilise time for supporting professional activities to support Departmental teaching, audit and research activity.

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.
Section 5: Contact Information

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

Dr Jillian McFadzean, Consultant  jillian.mcfadzean@nhslothian.scot.nhs.uk

or

Dr Mary Rose, Clinical Director of Surgery, Anaesthesia, Theatres and Intensive Care
mary.rose@nhslothian.scot.nhs.uk

Section 6: Working for NHS Lothian

Working in Edinburgh and the Lothians

Who are we?

NHS Lothian 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 Lothian 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 Lothian can be found at http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/default.aspx.

Location

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

Lothian is a place of exceptional beauty and contrast, from Edinburgh’s historic skyline to the scenic countryside and coastline that surround it. Edinburgh is famous for its castle, military tattoo, fringe and international festival.

Edinburgh and the Lothians are home to top-ranking state and private schools and world class universities and colleges. Edinburgh offers a rich diversity of parks and gardens to spend time relaxing with friends and family. Whether you want to buy or rent Lothian also offers a diversity of accommodation ranging from city centre based flats, waterfront living, Victorian or Georgian villas to more rural farm houses or 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 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.

In conjunction with England, Wales, Northern Ireland and NHS Education for Scotland (NES) 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 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’s draft strategic plan - Our Health, Our Care, Our Future – sets out what we propose to do over the coming decade to address these challenges and continue to provide a high quality, sustainable healthcare system for the people of Lothian.

In developing the strategic plan we have:

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

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

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

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

Our values and ways of working

NHS Lothian is determined to improve the way their staff 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 7: 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>Fixed Term One Year</th>
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<tr>
<td>GRADE AND SALARY</td>
<td>£30,302 to £47,647 per annum (pro rata)</td>
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<tr>
<td>HOURS OF WORK</td>
<td>40 hours</td>
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<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>
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<tr>
<td>REMOVAL EXPENSES</td>
<td>Assistance with removal and associated expenses may be awarded</td>
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<tr>
<td>EXPENSES OF CANDIDATES FOR APPOINTMENT</td>
<td>NHS 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 Lothian 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>
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<tr>
<td>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</td>
<td>NHS Lothian has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified.</td>
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<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).</td>
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<tr>
<td><strong>INDEMNITY</strong></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>
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<tr>
<td><strong>NOTICE</strong></td>
<td>Employment is subject to one month notice on either side, subject to appeal against dismissal.</td>
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<tr>
<td><strong>PRINCIPAL BASE OF WORK</strong></td>
<td>You may be required to work at any of NHS Lothian sites as part of your role.</td>
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<tr>
<td><strong>SOCIAL MEDIDA POLICY</strong></td>
<td>You are required to adhere to NHS Lothian’s Social Media Policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media.</td>
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Section 8: 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’s intranet (Counter-Fraud and Theft page) and further information is available at http://www.audit-scotland.gov.uk/work/nfi.php.

References

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

Disclosure Scotland

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

Work Visa

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

Job Interview Guarantee Scheme

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

Overseas Registration and Qualifications

NHS Lothian will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor of your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.
Workforce Equality Monitoring

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce that will enable us to make comparisons locally, regionally and nationally.

Equal Opportunities Policy Statement

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed at: www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx

NHS Scotland Application Process

- The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.
- Once in receipt of the application pack it is essential to read both the job description and the person specification to gain a full understanding of what the job entails and the minimum criteria required.
- Please note for equal opportunity purposes NHS Lothian do not accept CV’s as a form of application.
- Your personal information will not be sent with the application for short listing. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
- Please complete all sections of the application form. Those sections that are not relevant please indicate ‘not applicable’, do not leave blank.
- Please feel free to use additional paper if required. Please do not add your name to any additional information provided; secure it to the relevant section and the Recruitment Administrator will add a candidate number.

Please return completed applications in Word Format by midnight on the close date to medical.personnel@nhslothian.scot.nhs.uk

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