

Working for NHS Lothian

JOB TITLE: Clinical Fellow in Head & Neck & Neuroradiology

JOB REFERENCE: 187719

CLOSING DATE: 14/06/2024

INTERVIEW DATE: 26/06/2024



<http://careers.nhslothian.scot.nhs.uk>

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We cannot accept CV's as a form of application and only application forms completed via the Jobtrain system will be accepted. Please visit <https://apply.jobs.scot.nhs.uk> for further details on how to apply.

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.

Please visit our Careers website for further information on what NHS Lothian has to offer
<http://careers.nhslothian.scot.nhs.uk>



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Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>GMC registered medical practitioner with licence to practice.</p> <p>GMC specialist register with CCT in clinical radiology or equivalent.</p> <p>FRCR or equivalent .</p> <p>Sub-specialty training in neuroradiology and head & neck radiology, including ultrasound and neck biopsy.</p> <p>Applicants who have undertaken part or all of their training outwith the United Kingdom would have to show equivalence to the minimum training period in the NHS required for radiology.</p>	<p>Subspecialist experience appropriate to needs of H&N/neuroradiology patients</p> <p>Experience in working in a different healthcare environment (e.g post cct overseas fellowship/consultancy).</p> <p>Additional post-graduate qualifications, e.g. MD/ PhD/MSc</p> <p>Additional experience of non-vascular intervention such as spinal biopsy, perineural injections</p>
Experience	<p>Experience of teaching in a clinical or medical school setting.</p> <p>Experience of and ability to strengthen collaborative working with clinical and non-clinical colleagues in the University and NHS.</p>	<p>Peer reviewed research publications.</p> <p>Evidence of involvement in quality improvement processes.</p>
Ability	<p>Ability to take responsibility for independent reporting of core cross sectional imaging, competence in US and biopsy/FNA</p> <p>Ability to communicate effectively and clearly with patients, colleagues and other team members.</p>	<p>Ability to engage with clinical staff and develop integrated approach to clinical care.</p>



Academic Achievements	Evidence of research activity and presentations. Evidence of poster or oral presentations at national or international meetings.	Evidence of research and publications in peer reviewed journals.
Teaching and Audit	Evidence of commitment to: clinical audit. formal and informal teaching and training of trainee doctors, medical students and other clinical staff. learning and continuing professional development.	Experience of designing audits. Experience in training.
Motivation	Evidence of commitment to: patient-focused care. continuous professional development and life-long learning. effective and efficient use of resources.	Desire to develop services for patients.
Team Working	Ability to work in a team with colleagues in own and other disciplines. Ability to organise time efficiently and effectively. Reliability. Excellent communication skills.	Ability to motivate colleagues. Evidence of previous managerial training and experience.
Circumstances of Job	May be required to work at any of NHS Edinburgh and the Lothian's sites.	

Section 2: Introduction to Appointment

Job Title: Post-CCT Fellowship in Diagnostic Neuro/Head & Neck Radiology

Department: Radiology Department

Base: DCN Radiology, RHCYPDCN, Bioquarter, Edinburgh

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



Post Summary:

Fixed term contract post in Head and Neck imaging, based at Department of Clinical Neurosciences, (DCN), NHS Lothian.

Duration 12 months.

The applicant should possess FRCR or equivalent, and be available to start from August 2024.

The post has arisen through progressive regional demand on head and neck services and increased investment through head and neck cancer imaging pathways.

The NHS Lothian regional head and neck cancer service is spread across three sites, including St John's Hospital (Livingston), Western General Hospital and Dept of Clinical Neurosciences (Edinburgh). Rapid access clinics are held in conjunction with ENT at Lauriston Building, Edinburgh. The DCN unit provides sub-specialist services for skull base and otology teams, in addition to supporting orbital imaging for the Princess Alexandra Eye Hospital. Paediatric neuroradiology and head and neck imaging is supported by the paediatric radiology team, based on the same site (RHCYP).

As a post-FRCR trainee, the applicant is expected to participate in reporting of general and emergency neuroradiology and head & neck CT and MR imaging.

They should feel confident to undertake neck ultrasound studies, demonstrating competence in fine needle aspiration and core biopsy where required.

They are expected to undertake reporting of head and neck imaging, (CT, MR and US), with supported reporting for complex head and neck, skull base and neuro imaging.

They will be expected to prepare and present cases for regular head and neck cancer, skull base and otology MDTs.

The applicant can also undertake regular post-take neurosurgical meetings. Teaching and supervision of junior trainees forms part of the senior fellow role.

DCN is an active academic unit, research activity is embedded within the job plan.

Section 3: Departmental and Directorate Information

The Radiology Directorate is currently located within Diagnostic Services. Radiology is led by the Director of Imaging, Dr Fiona Ewing, who is managerially accountable to the Director of Operations for Diagnostic Services, Mr Iain Gorman, and professionally accountable to the Associate Medical Director, Dr Michael Gillies.

The Director of Imaging works with Chief Radiographer, Mr Paul Hudson. There are currently Lead Radiologists for the East (RIE & RHSC) and West Sectors (WGH & StJH), together with Clinical Leads for Neuro, Breast and Paediatric Imaging.

Dr David Summers (clinical lead, neuroradiology)



1. Head and Neck Radiologists

DCN

Dr Ana Casado
Dr Reena Dwivedi
Dr Susan Kealey
Dr Mark Rodrigues
Dr Derek Smith
Dr David Summers

St Johns Hospital / Lauriston Building

Dr Helen Reid
Dr Deepak Subedi

The Radiology Directorate provides imaging services for each of the component hospitals within the Acute Division, as well as for Primary Care Services. There is a Division-wide Hospital Information System which is being developed into a full Electronic Patient Record.

The associated PACS system has been installed as part of the national PACS project, which allows review of images from all radiology departments across Scotland, including the departments within the Lothian Imaging Directorate. The local PACS network allows flexibility in appointing patient examinations to the different departments and subsequent reporting of these examinations by the relevant radiologists. PACS is integrated with a standalone Radiology reporting module (Soliton). Whilst RIS functions are currently served by TRAK software, there is an aspiration to migrate to a dedicated RIS product in the near future.

The Department of Clinical Neurosciences moved to a new purpose built hospital site in Edinburgh Bioquarter during the Summer of 2020. The department is co-located with the Edinburgh Hospital for Children and Young People. The DCN and RHCYP radiology departments and operating theatres are immediately adjacent, allowing for safe and simple sharing of some facilities (e.g. CT, INR, intraoperative MR, MR imaging etc.) DCN is also directly adjacent to the general radiology department and emergency departments of the Royal Infirmary of Edinburgh. With Neuro and Children's services on site the campus has Trauma Centre accreditation. The Hyperacute Stroke Centre at RIE has been upgraded to accommodate stroke Thrombectomy patients and the DCN building benefits from an on-roof helipad.

The University of Edinburgh medical school, Brain imaging research centre (BRIC) and Clinical imaging research centre (CRIC) are on campus within a two minute walk of our unit. UoE is a world renowned centre for Neuroscience research, particularly in the fields of stroke and degenerative brain disorders including the Anne Rowling Centre for Regenerative Medicine..

Transport links: Bioquarter is located to the South and East of Edinburgh, close to the Edinburgh City Bypass. Travel between sites during a single working day will be kept to a minimum. Public transport links are available to St. John's (and between the Edinburgh hospitals) but having access to your own transport maybe more convenient

Neuroimaging Equipment:

- Philips Ingenia 1x 3T, 1x 1.5T, and Philips 3T intraoperative MRI
- Canon Aquilion One Genesis CT



- Two further Toshiba Aquilion CT scanners in adjacent RIE site will be used for trauma and stroke imaging (install Dec 2020) and Q1 2021
- Carestream 3MP Radiologist Reporting Workstations (16 on site)
- Cerebral TCD and carotid Doppler ultrasound equipment (on GE E10 US platforms at Lauriston and DCN).



Section 4: Main Duties and Responsibilities

Clinical:

- Please see indicative job plan.
- This position is an opportunity to develop level 1 and 2 subspecialty skills in head and neck imaging, along with skull base, otology and neuroradiology experience.
- The role offers broad experience in US and US guided interventions, cross sectional imaging, MDMs in H&N oncology, skull base, vestibular schwannoma and otology.
- They will be expected to prepare and present cases for regular head and neck cancer, skull base and otology MDTs.

Out of Hours Commitments:

- The successful applicant will participate in the diagnostic neuroradiology on-call rota, with an approximate weekday and weekend frequency of 1:6

Location:

- It is anticipated the principal base of work will be DCN.
- As part of your role, you may be required to work at any of NHS Lothian's sites

Provide high quality care to patients:

- Maintain GMC specialist registration and hold a licence to practice.
- Develop and maintain the competencies required to carry out the duties of the post.
- Ensure patients are involved in decisions about their care and respond to their views .

Research, Teaching and Training:

- Where possible to collaborate with academic and clinical colleagues to enhance NHS Lothian's research portfolio, at all times meeting the full requirements of Research Governance.
- To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Clinical Director.
- Opportunities for audit and research are available depending on the successful candidate's area of interest.

Governance:

- Engage with regular reviews and appraisals with allocated supervisors.
- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
- Ensure clinical guidelines and protocols are adhered to and updated on a regular basis .
- Keep fully informed about best practice in the specialty areas.
- Role model good practice for infection control to all members of the multidisciplinary team.

Leadership and Team Working:

- To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Lothian and when participating in national or local initiatives.
- To work collaboratively with all members of the team.
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
- Adhere to NHS Lothian and departmental guidelines on leave including reporting absence.



- Adhere to NHS Lothian values.



Section 5: NHS Lothian – Indicative Job Plan

Post: Post-CCT Fellowship in Diagnostic Neuro/Head & Neck Radiology
Specialty: Neuroradiology / Head & Neck imaging
Principal Place of Work: DCN
Contract: 12 months
Availability Supplement: Based on National Guidelines.
Out-of-hours: Currently 1:5 (weekends) and 1:4 (weekdays) on call (WTE)
Managerially responsible to: Radiology Clinical Director/Director of Imaging

Timetables of activities that have a specific location and time:

Indicative Job Plan

DAY / LOCATION	TIME (hrs)	TYPE OF WORK	DCC [PAs]	SPA [PAs]	OOH [PAs]
TOTAL					
Monday	9.00-17.00	Acute neuro and head&neck reporting / MDM preparation	2		
Tuesday	09.00-1300	Head&Neck oncology MDM	1		
Tuesday	1300-1700	Study/Teaching		1	
Wednesday	0900-1300	OP reporting MR and CT	1		
Wednesday	No specific time	Flexible inc morning meeting, skull base/IAM MDM etc..	1		
Thursday	0900-1700	MR/CT reporting	2		
Friday	0900-1300	TOIL on call/ US rapid access lump clinic	0.5		
Friday	0900-1700	On Duty acute neuro and head and neck service	1		
Weekend	Not specified	On call 1:6 weekend and weekday (consultant supervised)			0.5

The Job Plan is negotiable and will be agreed between the successful applicant, and the Clinical Director. NHS Lothian initially allocates all WTE consultants 10 PAs made up of 9 PAs in Direct Clinical Care (DCC) and 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 Lothian 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 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 .



Section 6: Contact Information

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

Dr David Summers
Consultant Neuroradiologist and Clinical Lead
Department of Clinical Neurosciences
Edinburgh
Email: david.summers@nhs.scot

Dr Fiona Ewing
Consultant Radiologist and Clinical Director
Radiology Department
Western General Hospital
Edinburgh
Email: fiona.ewing2@nhs.scot

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. Calum Campbell is the Chief Executive, Professor John Connaghan CBE is the Chair 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 <https://org.nhslothian.scot/Pages/default.aspx>

Location

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



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

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

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family via Edinburgh Airport which offers a variety of international flight opportunities.

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

What we can offer you

Working with NHS Lothian offers a variety of opportunities and benefits:

- Access to the NHS pension scheme
- Assistance relocating to Edinburgh
- NHS Lothian is an equal opportunities employer and promotes work-life balance and family-friendly policies
- A beautiful setting to live and work and to take time out after a busy day or week
- Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

Teaching and Training Opportunities

NHS Lothian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Lothian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Lothian recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the South East of Scotland rotating through Edinburgh and Lothian hospitals.

Information regarding training with links to the appropriate UK websites can be found at <http://www.scotmt.scot.nhs.uk/> and <http://nes.scot.nhs.uk/>

We enjoy close links with the University of Edinburgh (<http://www.ed.ac.uk/home>) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills



training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.

Our vision, values and strategic aims

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

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

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

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

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

The specific areas of focus and actions needed to achieve each of these aims are detailed in “Our Health, our Future: NHS Lothian Strategic Clinical Framework 2014 – 2024,” consultation document which you will find at: <https://org.nhslothian.scot/Strategies/Pages/default.aspx>



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

<https://org.nhslothian.scot/Strategies/OurHealthOurCareOurFuture/Pages/default.aspx>

NHS Lothian's Clinical Quality Approach – Quality Driving Improvement

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



<http://careers.nhslothian.scot.nhs.uk>

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 <https://org.nhslothian.scot/OurValues/Pages/default.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>.

TYPE OF CONTRACT	FIXED TERM: 12 Months
GRADE AND SALARY	Clinical Fellow (£40,995 - £64,461)
HOURS OF WORK	40 HOURS PER WEEK
SUPERANNUATION	New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: www.sppa.gov.uk
REMOVAL EXPENSES	Assistance with removal and associated expenses may be awarded
EXPENSES OF CANDIDATES FOR APPOINTMENT	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.
TOBACCO POLICY	NHS Lothian operates a No Smoking Policy in all premises and grounds.
DISCLOSURE SCOTLAND	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.
CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK	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.



REHABILITATION OF OFFENDERS ACT 1974	<p>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.</p>
MEDICAL NEGLIGENCE	<p>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.</p>
NOTICE	<p>Employment is subject to one month notice on either side, subject to appeal against dismissal.</p>
PRINCIPAL BASE OF WORK	<p>You may be required to work at any of NHS Lothian sites as part of your role.</p>
SOCIAL MEDIA POLICY	<p>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.</p>



Section 8: 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 at: [NHS Lothian Staff Privacy Notice](#)

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 on the [UK Government 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 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. We are committed to encouraging equality and diversity among our workforce, and seek to eliminate discrimination. The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of gender identity, gender expression, disability, marital status, age, race (including colour, nationality, ethnic or national origin), religion or belief, sexuality, responsibility for dependants, socio-economic status, 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 on our careers website: <https://careers.nhslothian.scot/equal-opportunities/>



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.
- 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 visit <https://apply.jobs.scot.nhs.uk> for further details on how to apply.

