

# Working for NHS Lothian



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## Introduction to Appointment

**Job Title:** Specialty Registrar (StR) in Restorative

**Department:** Edinburgh Dental Institute

**Accountable to:** Professor Angus Walls, Director, EDI  
Mr. Adrian Pace-Balzan, Training Programme Director, EDI

**Base:** Lauriston Buildings, Lauriston Place, Edinburgh

A Specialty Registrar training post has become available in Restorative Dentistry based at the Edinburgh Dental Institute. This post has the approval of the Postgraduate Dental Dean and the programme has been recognised by the Specialist Advisory Committee for a five year training programme leading to the eligibility to sit the Intercollegiate Fellowship Examination in Restorative Dentistry. The post is available full-time although would also be suitable for those wishing to train flexibly which would extend the duration of the training programme.

The Edinburgh Dental Institute is the focus for specialist Restorative Dentistry in an environment of postgraduate education and research in the South-East of Scotland. Referrals are received from local dental and medical practitioners and from other hospital specialties both in Dentistry and Medicine. The department currently has close working relationships with the Departments of Oral Surgery/OMFS, Orthodontics and Paediatric Dentistry. Current clinics include combined orthodontic-restorative, Adult & Young Person Hypodontia, Cleft and Head & Neck Oncology clinics. The focus of the Department of Restorative Dentistry rests on multiple consultant-led new patient and treatment clinics.

## Departmental and Directorate Information

The Edinburgh Dental Institute (EDI) opened in November 1997. It is located in Lauriston Place and staff and patients benefit from facilities within premises on the second, third and fourth floors within the Lauriston Building.

The Institute is located in central Edinburgh and is readily accessible by train, bus and car, being 15 minutes walk from both Princes Street and Haymarket stations.

The Institute provides all aspects of specialist dental treatment and forms the clinical focus for the Edinburgh Dental Institute of the College of Medicine and Veterinary Medicine of the University of Edinburgh (UoE). The Dental Institute offers opportunities for research and education for all members of the Dental Team. On-line distance learning Masters Degrees are available in Dental Primary Care (with both an adult and a paediatric dental care focus). There are taught DClinDent programmes in Oral Surgery, Orthodontics, Paediatric Dentistry, and Prosthodontics. In addition, the Institute offers opportunities for research and education for all members of the dental team and there are unrivalled opportunities for development of the clinical service, research and teaching across a wide range of areas and interests. The Institute hosts a school for Dental Care Professionals including a four-year honours degree programme in Dental Hygiene and Therapy and training programmes for Orthodontic Therapy.

The Dental Institute is a partnership between UoE and NHS Lothian (NHSL), the NHS arm is hosted by West Lothian HSCP as component of the NHSL Oral Health Service and has close working links with both the Oral and Maxillofacial Surgery service that is part of the Head and Neck Directorate, Acute Division of NHS Edinburgh and the Lothians University Hospitals (UHD), based at St John's Hospital in Livingston and the Cleft Lip and Palate team that is currently based at RHSC. There are unrivalled opportunities for development of the clinical service, research and teaching across a wide range of areas and interests.

### **The Institute provides Consultant led services in:**

Restorative Dentistry  
Endodontics  
Prosthodontics  
Periodontology  
Oral Medicine  
Oral Surgery  
Orthodontics  
Paediatric Dentistry  
Dental and Maxillofacial Radiology

### **The Institute has the following facilities:**

58 fully-equipped open-plan treatment cubicles and enclosed surgeries with facilities for both inhalation and IV sedation in some.

Restorative Dentistry  
17 open surgeries (including 8 mainly used by the DCP school)  
3 closed surgeries

Oral Surgery and Oral Medicine  
2 treatment surgeries  
5 closed consultation rooms  
4 open surgeries

Paediatric Dentistry  
14 open surgeries  
3 closed surgeries

Orthodontics  
9 open surgeries  
3 closed surgeries

An in-house Dental Laboratory, which provides all technical work necessary for specialist patient care.

Specialist Dental Radiography and ultrasound are also provided on site as part of the NHSL Radiology Directorate (there is a part-time consultant in Dental and Maxillofacial Radiology working within the Radiology directorate to support activity in EDI).

On the 2nd floor there is a state of the art Clinical Skills facility that provides 24 phantom heads across two teaching rooms that can become one large teaching room. Recent audio visual upgrade has provided users with the latest microscopic and camera functions at individual work-stations.

There are hospitality areas on both the 2<sup>nd</sup> and 4<sup>th</sup> floors of the Institute as well as study areas for both Postgraduate (research and taught Doctoral and Masters) and Undergraduate students.

Staff also have access to a staff room with excellent facilities for rest breaks.

### **Clinical and academic staff**

Consultant Staff/Honorary Clinical Senior Lecturers of the Institute:

Professor Angus Walls	Director
Mr Chris Millen	Consultant in Restorative Dentistry
Dr A Pace-Balzan	Consultant in Restorative Dentistry
Dr C Maran	Specialist in Periodontology
Miss Ailsa Morrison	Consultant in Oral Surgery
Mrs W Chandrachud	Consultant in Oral Surgery (Professional Lead)
Miss E Besi	Consultant in Oral Surgery
Miss N Cross	Consultant in Oral Surgery
Mr D Thomson	Consultant in Dental and Maxillofacial Radiology
Prof. Philip Lamey	Consultant in Oral Medicine
Mr A Ulhaq	Consultant in Orthodontics
Dr. N McGuinness	Consultant in Orthodontics (Professional Lead)
Dr J Deans	Consultant in Orthodontics
Dr F Irvine	Consultant in Orthodontics
Mr A Keightley	Consultant in Paediatric Dentistry
Mrs EM Roebuck	Consultant in Paediatric Dentistry (Professional Lead)
Mr Graeme Wright	Consultant in Paediatric Dentistry
Dr J Lopes	Specialist in Paediatric Dentistry

Dr S Baines

Consultant in Special Care Dentistry

There are currently Specialty Registrar training posts in Restorative Dentistry (this vacancy), Endodontics, Oral Surgery, Orthodontics and Paediatric Dentistry.

Senior Clinical Lecturers/Honorary Consultants of the Institute

Professor A. Walls	Clinical Director / Postgraduate Dental Director
Dr L O'Dowd	Senior Clinical Lecturer in Restorative Dentistry (Professional Lead)
Dr J Burke,	Senior Clinical Lecturer in Oral Surgery
Dr A Busuttill-Naudi	Senior Clinical Lecturer in Paediatric Dentistry
Dr J Foley,	Senior Clinical Lecturer in Paediatric Dentistry
Dr B Philpott	Senior Clinical Lecturer in Endodontics
Dr K Bhatia	Senior Clinical Lecturer in Prosthodontics
Dr ML Ciantar	Senior Clinical Lecturer in Periodontics

The BSc (Hons) programme in Oral Health Sciences was launched in 2009. It now admits 10 students annually to train as hygiene / therapists and is fully resourced under a Service Level Agreement with NHS Education for Scotland (NES). The programme is supported by a part-time Consultant/Clinical Lead (Dr L O'Dowd, Senior Clinical Lecturer in Restorative Dentistry), a Senior Lecturer/Programme Director, four Lecturer posts, GDP visiting sessions (1.0 FTE), Clinical Skills Facilitator, Administrative and Reception staff. NES also supports the Orthodontic Therapy and Dental Nurse training within the Dental Institute. The MSc programme, by on-line distance learning, is supported by a Programme Director, Lead Developer, Research Fellow and On-line Tutor posts, resourced through the programme's business plan.

### **Role of the Service**

The mission of the Oral Health Service is to:

Deliver specialised and specialist oral health care, lead oral health improvement for the population of Lothian and provide excellent training for oral health professionals for the future.

There are three principle areas of activity within this mission relating to specialised and specialist care for adults, children and those who require special care of all ages.

*The role of the Oral Health Service is to*

Provide dental care including specialised and specialist services, for all those who cannot obtain this from general dental practice. These groups include:

- Anyone with a physical or learning disability who has difficulty accessing care in general dental practice
- Anyone with a medically compromising condition who has difficulty accessing care in general dental service
- Anyone with a drug or alcohol abuse problem whose condition makes it difficult for them to access the general dental service
- Any child whose family cannot or will not take them to a dentist
- Children referred by General Dental Practitioners and other health care professionals because their dental needs cannot be managed within a general dental practice setting.

- Anyone with mental illness who has difficulty accessing care in the general dental services
- Any patient in hospital
- Anyone whose fear of dentistry discourages them from seeking dental treatment
- Anyone with an urgent dental problem who does not have access to general dental care.

The Oral Health Service also

- Promotes oral health and attendance particularly in relation to Childsmile for young people ([www.child-smile.org.uk](http://www.child-smile.org.uk))
- Monitors the oral health of the child population of Edinburgh and the Lothians as part of the National Dental Inspection Program (NDIP)
- Inspects selected populations for oral disease
- Provides training for all members of the dental team both pre- and post-qualification

### **Restorative Dental Services**

The Restorative Dentistry Service within the NHS Lothian Oral Health Service is a pan-Lothian service providing specialised- and specialist care to the population from dedicated clinics in Community Treatment Centres, Health Centres and Hospitals across the region. The service is currently undergoing integration between the Hospital- and Public Dental Services.

The Oral Health Service is hosted by West Lothian Health and Social Care Partnership (CHCP).

The service accepts referrals from local dental practitioners and occasionally medical colleagues.

### **Main Duties and Responsibilities**

The aim of the post is to prepare the successful candidate for a career as a Consultant in Restorative Dentistry. The post will provide the candidate with training in all subspecialties of Restorative Dentistry in order that s/he can successfully complete the Intercollegiate Fellowship Examination (ISFE) in Restorative Dentistry. The objectives and structure of this post comply with the recommendations of the Specialty Advisory Committee (SAC) in Restorative Dentistry. The normal period of the post will be five consecutive years of training.

### **Clinical**

The post-holder will be allocated to the Department of Restorative Dentistry, although will also have access to other departments within the Dental Institute and peripheral hospitals/clinics within the South-East of Scotland. During the training programme the post holder will be responsible to the Professional Lead and Training Programme Director and will:

- Work under the supervision of those Consultants in Restorative Dentistry who are involved in the training programme.
- Undergo a co-ordinated training programme involving the diagnosis and treatment of patients, including those with medical, mental and physical impairment.

- Participate in diagnosis, treatment planning and review clinics run by Consultants in Restorative Dentistry involved in the training programme, including joint clinics with other specialties.
- Participate in research, publish and present papers or case reports.
- Participate in journal club/study group meetings.
- Be involved in the supervision and training of junior members of staff and contribute to the training of undergraduates, dental hygienists, dental nurses and dental technicians.
- Gain experience in administration and participate in the formal audit activities of the Department of Restorative Dentistry.
- Attend consultant clinics out with the Dental Institute within the South-East of Scotland Region as determined in the Training programme

### **Education and training**

On appointment, the trainee will be given a provisional date for completion. This date will be subject to confirmation by the Specialty Training Committee in Restorative Dentistry. The trainee will be required to sit the ISFE. The timetable will comprise, on a weekly basis, six to seven clinical sessions, with the balance being allocated for study, research and administration.

The appointee will be expected to attend seminars in endodontics, prosthodontics and restorative dentistry. The appointee will also be expected to participate fully in the Department's clinical governance and education programmes. Meetings pertaining to these are held monthly.

Performance assessments and reviews (ARCPs) are carried out at regular intervals by the Specialty Training Committee (STC), as outlined in the Dental Gold Guide. Trainees are required to keep a portfolio and clinical logbook, following the requirements laid down by the Royal Colleges, the SAC and the STC. The portfolio will be kept electronically via the Intercollegiate Specialty Curriculum Programme (ISCP) website, for which there is an annual fee.

In addition, regular meetings of the British Dental Association, Royal Odonto-Chirurgical Society of Scotland and Edinburgh Orthodontic Study Sessions are held locally.

### **Teaching and research**

The teaching of Dental Care Professionals, postgraduates and dental practitioners is an integral part of the function of both the Institute and EDEC. The holder of this post will be asked to participate in both the teaching of undergraduate therapy students (BScHons in Oral Health Sciences) and postgraduates and will be eligible to apply for an honorary university contract.

### **Management**

The appointee will be expected, when appropriate, to participate in the day-to-day running of the Department.

## Indicative Timetable

<b>Post:</b>	StR
<b>Specialty:</b>	Restorative Dentistry
<b>Principal Place of Work:</b>	Edinburgh Dental Institute, Lauriston Buildings
<b>Contract:</b>	10 sessions/week
<b>Availability Supplement:</b>	Nil
<b>Out-of-hours:</b>	Nil
<b>Managerially responsible to:</b>	Adrian Pace-Balzan, Training Programme Director

### Timetables of activities that have a specific location and time:

The session allocation will reflect the SAC recommendations for specialist training programmes, i.e. 60% clinical, 25% academic and 15% research.

**Indicative Timetable** (please note that this is for illustrative purposes only and can be adapted to suit particular circumstances)

DAY	HOSPITAL/ LOCATION	TYPE OF WORK
<b>Monday</b> From / To 9-00-1-00  1-45-5-45	EDI  EDI	Treatment (Perio) (Mrs. Louise O'Dowd/Dr. ML Ciantar)  NP clinic (Mr. Robert Philpott)
<b>Tuesday</b> From / To 9-00-1-00  1-45-5-45	EDI  EDI	MDT clinic (Hypodontia/Oncology)  Treatment (Mr. C. Millen)
<b>Wednesday</b> From / To 09-00-1-00  1-45-5-45	EDI  EDI	Admin  Academic (seminar)
<b>Thursday</b> From / To 09-00-1-00  1-45- 5-45	EDI  EDI	Treatment (Mr. A. Pace-Balzan)  SPA
<b>Friday</b> From / To 09-00-100  1-45-5-45	EDI  EDI	Research  Treatment (Mr. C. Maran)
<b>Saturday</b> From / To		

<b>Sunday From / To</b>		
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## Contact Information

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

Mr Adrian Pace-Balzan  
 Consultant in Restorative Dentistry/Hon. Senior Clinical Lecturer/Honorary  
 Edinburgh Dental Institute  
 Lauriston Buildings,  
 Lauriston Place  
 Edinburgh EH3 9HA

Email: [adrian.pace-balzan@nhslothian.scot.nhs.uk](mailto:adrian.pace-balzan@nhslothian.scot.nhs.uk)  
 Tel: 0131 536 3914

Professor Angus Walls  
 Director  
 Edinburgh Dental Institute  
 Lauriston Buildings,  
 Lauriston Place  
 Edinburgh EH3

Email: [angus.walls@ed.ac.uk](mailto:angus.walls@ed.ac.uk)  
 Phone: 0131 536 3979

## 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 David Farquharson is the 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](http://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://www.edinburgh.gov.uk).

## **What we can offer you**

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

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

## **Teaching and Training Opportunities**

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

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

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

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

We enjoy close links with the University of Edinburgh (<http://www.ed.ac.uk/home>) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical

teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.

### **Our vision, values and strategic aims**

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

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

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

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

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

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

[www.nhsllothian.scot.nhs.uk/OurOrganisation/KeyDocuments](http://www.nhsllothian.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.nhslotnian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf>

### **NHS Lothian's Clinical Quality Approach – Quality Driving Improvement**

This is a new way of approaching quality in NHS Lothian. With this approach to service improvement we aim to deliver 'high quality, safe and person-centered care at the most affordable cost'. This acknowledges that every £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:**

#### **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>

## Terms and Conditions of Employment

For an overview of the terms and conditions visit <http://www.msg.scot.nhs.uk/pay/medical>.

<b>TYPE OF CONTRACT</b>	Fixed-term
<b>GRADE AND SALARY</b>	Specialty Registrar (£X - £Y)
<b>HOURS OF WORK</b>	40 hours per week
<b>SUPERANNUATION</b>	New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a>
<b>GENERAL PROVISIONS</b>	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.
<b>REMOVAL EXPENSES</b>	Assistance with removal and associated expenses may be awarded (up to 10% of salary).
<b>EXPENSES OF CANDIDATES FOR APPOINTMENT</b>	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.
<b>TOBACCO POLICY</b>	NHS Lothian operates a No Smoking Policy in all premises and grounds.
<b>DISCLOSURE SCOTLAND</b>	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.
<b>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</b>	NHS Lothian has a legal obligation to ensure that its 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.
<b>REHABILITATION OF OFFENDERS ACT 1974</b>	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.
<b>MEDICAL NEGLIGENCE</b>	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.
<b>NOTICE</b>	Employment is subject to three months’ notice on either side, subject to appeal against dismissal.
<b>PRINCIPAL BASE OF WORK</b>	You may be required to work at any of NHS Lothian’s sites as part of your role.
<b>SOCIAL MEDIA POLICY</b>	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.

## General Information for Candidates

### Data Protection Act 1988

Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to Human Resources staff.

### Counter Fraud

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian intranet (Counter-Fraud and Theft page) and further information is available at <http://www.audit-scotland.gov.uk/work/nfi.php>.

### References

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

### Disclosure Scotland

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

### Work Visa

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

### Job Interview Guarantee Scheme

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

### Overseas Registration and Qualifications

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

### Workforce Equality Monitoring

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

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

### **Equal Opportunities Policy Statement**

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

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

Our Equal Opportunities in Employment policy can be viewed at:

[www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx](http://www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx)