Joint Clinical Leadership Fellow - Pharmacy Technician Scheme 2018/19

Scottish Government and the General Pharmaceutical Council (GPhC)

Overview of Scheme

We are delighted to be offering an exciting and unique one-year secondment opportunity for a senior Pharmacy Technician to lead / work on projects for both the General Pharmaceutical Council and the Scottish Government in conjunction with NHS Education for Scotland.

Who is the scheme open to?

- The scheme will be open to all Senior Pharmacy Technicians currently working at Agenda for Change Band 8A (or equivalent) within Scotland, England and Wales. Applicants will have to negotiate time from their existing employer to undertake the post and must be supported by their line manager. The post is a full time (1.0 WTE) secondment to allow applicants appropriate time to work across both the General Pharmaceutical Council and the Scottish Government priority agenda areas.

What will the scheme offer you?

- You will get a fantastic opportunity to lead on projects, work with teams, learn about and understand the sector from different perspectives and remits
- Opportunity to influence important areas of work in Scotland and across Great Britain
- Chance to develop your leadership skills and raise the profile of the profession
- Increase your knowledge of regulation and the role of the regulator
- You will also be joining a network of other fellows from both the Scottish and English Schemes with a chance to build a professional network for the future, starting with a joint induction programme in London in September 2018.

Who would you report to?

- As a joint appointment you would report to the Chief Pharmaceutical Officer, Dr Rose Marie Parr, via the Achieving Excellence in Pharmaceutical Care (AEiPC) Advisory Group, for your work with Scottish Government and to Claire Bryce-Smith, Director of Insight, Intelligence and Inspection for your work with GPhC.
Where will you be based?

- You will be based in a NES office in Scotland (to be negotiated in relation to your home base), but will split your time between your work in Scotland and projects for the GPhC, spending time in London at the GPhC’s offices in Canary Wharf to reflect the work of and understand the perspective of the GB wide regulator. There is also likely to be adhoc travel required when attending meetings, which might also include some travel across the country, including Scotland and Wales.

General Pharmaceutical Council (GPhC)

Context

It is an exciting time for a Joint Clinical Leadership Fellow - Pharmacy Technician to be joining the regulator, with 5 new strategic priority areas shaping our work over the next few years:

1. Data, information, intelligence and insight
2. A strategic approach to fitness to practise
3. Securing assurance and encouraging improvement in registered pharmacies
4. Value added regulation of education and training
5. Transforming our organisation our processes and the service we provide

As a result of the above, we are currently in the midst of developing an Insights and Intelligence Strategy to help shape how we can maximise the value we and others can get from the data and information we gather and hold on a day to day basis. This will be pivotal in enabling us to move towards becoming a more intelligence led regulator. We will also shortly be consulting on improvements to our inspection model, as well as developing our thinking on moving towards a more restorative approach to fitness to practise. In addition, we also have a full programme of consultations for this year around initial education and training for both pharmacy technicians, independent prescribers and for pharmacists to name but a few. You will no doubt already be aware that we have recently launched revalidation, and are also commencing a programme of moving our services online.

Our offer to you

The context above serves to illustrate that there is a lot of exciting and varied regulatory work going on, with many complementary workstreams underneath, all of which are interconnected.

Whilst we are setting out specific work areas for the successful Joint Clinical Leadership Fellow - Pharmacy Technician to in the first case lead on, and thereafter to participate in as a team member, you should expect to be exposed to and involved in the development of a number of the above key areas which span the whole organisation, as appropriate. Some of these areas of work may also involve working with the Pharmacist Clinical Leadership Fellow, who will also be joining the GPhC at the same time.

In addition, you will have opportunities to shadow senior leaders in the organisation to enhance your understanding of Leadership along with the space pharmacy regulation occupies across England, Scotland and Wales, and the role it plays and can play in assurance and driving continuous improvements in the quality of Pharmacy services and practice.
The specific high-profile programmes of work we would like the Joint Clinical Leadership Fellow - Pharmacy Technician to work on are as follows:

**Project 1: Professionalism and Pharmacy Technicians**

To lead on a project to understand what the drivers and barriers of professional behaviours are for Pharmacy Technicians. Ultimately this will not only raise awareness of what being a professional means from a Pharmacy Technician’s perspective, but will importantly help the regulator (and others) to understand whether there are things that we could do or not do to support the profession as a whole as it continues to grow and develop to meet the future needs of pharmacy and the public.

Whilst we would work with the successful Fellow to scope this project out, some suggested outcomes are as follows:

- An understanding of the level of awareness and understanding professional standards and their practical application amongst Pharmacy Technicians, drawing on workforce data to understand the differing scopes of practice undertaken by Pharmacy Technicians in secondary, primary and community care settings.
- Identification of drivers and challenges / barriers to professional behaviours
- Identification of factors which would enhance or inhibit professionalism
- Understanding of what the regulator could do to assist and support the profession, and what others could do
- A more informed and conscious perspective of regulation from the ‘Pharmacy Technician’ viewpoint
- Prioritise options and take forward some actions – time permitting and with approval.

Whilst providing an opportunity to lead on this high profile and important project, you would not be expected to deliver this on your own. You will be able to draw upon internal expertise and resources to assist you, as well as sharing your progress with our leadership team and the Council. This project would also present the successful Fellow with a fantastic opportunity to interact and work with other organisations in the sector to maximise its reach with the profession.

**Project 2: Developing the initial approach to evaluation of revalidation**

For this project you will get the chance to be part of the team developing the initial approach to how we will be evaluating how well revalidation is working. It would provide an opportunity to learn about the design of evaluation programmes for social policy interventions including:

- design of logic models,
- theoretical approaches to evaluation,
- methods for evaluation in both the short and long term, and
- using evaluation data to inform social policy change.

This could also encompass an understanding of how the regulator could support the implementation of peer discussions and reflective accounts of Pharmacy Technician’s, either directly or through others.

Time permitting there is also an additional project area that would be of great benefit and value to take forward.
Project 3: Learning from Fitness to Practise

Whilst the numbers of Pharmacy Technicians who find themselves in fitness to practise remain relatively low, it is important that we understand whether there are any patterns or underlying reasons which are unique to Pharmacy Technicians cases. Gaining any insights into this could be used to inform operational approaches, training, guidance or information available and policy development. This might involve an analysis of a sample of completed cases for instance.

There are also a number of other workstreams where we would be looking for involvement of the Joint Clinical Leadership Fellow – Pharmacy Technician in. For example, input into the impact of changes to the standards of initial education and training for pharmacy technicians. In addition, potentially helping to shape the work programme which will come out of the Insights and Intelligence Strategy on what insights we can gain from our regulatory activities and how we might best employ new technologies such as machine learning to help us do that. Involvement in these areas would form part of a discussion with the successful Fellow when appointed.

Scottish Government

Context

The Scottish Chief Pharmaceutical Officer’s Clinical Leadership Fellow Scheme launched this year will provide the unique opportunity for the appointment of 4 senior Pharmacists (based in Scotland) and one senior Pharmacy Technician (from across GB) to spend a 12 month secondment working with Scottish Government (SG) and NHS Scotland Pharmacy leaders, as well as other senior stakeholders, to take forward some of the key national actions to support the newly launched Scottish Pharmacy Strategy ‘Achieving Excellence in Pharmaceutical Care’ (AEiPC). It offers a unique opportunity and experience to develop a range of personal transferable skills in leadership, management, strategy, project management and health policy.

As detailed in the newly launched Scottish Government Pharmacy Strategy AEiPC (August 2017), there are a number of commitments linked to service redesign and improvement, much of which requires a robust and highly skilled Pharmacy Technician workforce.

Our offer to you

The Joint Clinical Leadership Fellow – Pharmacy Technician will be based with NES in Scotland and have the opportunity to work collaboratively with a number of key groups. They may be offered access to relevant development programmes from the National Leadership Unit, as well as mentorship, inter-professional paired learning and links to relevant action learning sets. The Fellow will also undertake joint learning with Pharmacist Clinical Leadership Fellows from the Scottish scheme, English and Welsh schemes, and work closely with existing teams in policy areas outlined in the "Route Map to the 2020 Vision for Health and Social Care".

The specific priority programmes of work we would like the Joint Clinical Leadership Fellow - Pharmacy Technician to work on are as follows:

- Investigate Pharmacy Technician (PT) workforce issues and develop a workforce plan for PTs in Scotland to meet the strategic objectives of AEiPC to inform SG and the Directors of Pharmacy in Scotland
- Undertake a review of a Career Framework for Pharmacy Technicians across all sectors in Scotland
What support will be available to you?

There may be the opportunity for the Joint Clinical Leadership Fellow – Pharmacy Technician to access relevant leadership development programmes from the National Leadership Unit (NLU) in NES, as well as be provided with mentorship. There will be the potential for inter-professional paired learning and links to the Scottish Pharmacist Clinical Leadership Fellows, the All England pharmacy Fellows Network in England, and Fellows in Medicine and Dentistry across the UK as managed by the Faculty of Medical Leadership and Management.

Internal support will be integral to the success of the Joint Clinical Leadership Fellow – Pharmacy Technician and will consist as follows:

- An **Executive sponsor** in NES Pharmacy, the host organisation, facilitating and promoting the Fellowship
- A **Leadership mentor (Mentor A)** – a senior pharmacy leader – not necessarily from the same host organisation but focusing on the development of leadership and management skills
- **Project mentors (Mentor B)** – whose main focus will be the practicalities of delivering a project within the two key organisations funding the post – the **General Pharmaceutical Council** and the **Scottish Government**
- A **Supervisor from the NLU** - providing closer generic support, advice and coaching
- **Peers** in the programme within Scotland – Scottish Pharmacist Clinical Leadership Fellows (SPCLFs)
- Other national **Clinical Fellows** within Pharmacy in England and other Clinical Fellows in Medicine and Dentistry.
Key areas of responsibility

Throughout the 12 months, the Joint Clinical Leadership Fellow – Pharmacy Technician will contribute creatively to the key high-profile areas identified by the GPhC and the Scottish Government, to deliver a report on the work achieved in the various projects, while forming a network to develop their own personal leadership and management capabilities. They will actively engage with their assigned mentors to develop a tailored programme of objectives and to plan and undertake a project that supports these objectives.

Evaluation

Whilst there will be no formal assessment of the Joint Clinical Leadership Fellow – Pharmacy Technician, there is an expectation that they will be highly motivated to achieve tangible outcomes that will enhance their personal portfolios and make a meaningful contribution to the GPhC, NHS Scotland on behalf of the SG, and ultimately to the profession and health care delivery for the benefit of patients. The Joint Clinical Leadership Fellow – Pharmacy Technician will also be expected to ensure well-evidenced and robust processes are in place to document their achievement.

Key links

- GPhC (London) and other appropriate departments
- NES Pharmacy – Scottish Pharmacist Clinical Leadership Fellows
- Scottish Government – AEIPC Advisory Group
- National Pharmacy Technician Group Scotland
- Faculty of Medical Leadership and Management
- CPPE – via Matthew Shaw
- APTUK – via Tess Fenn
- WCPPE (Health Education and Improvement Wales) – via Margaret Allan

How do I apply?

Candidates may apply during the recruitment period in July 2018. Shortlisted candidates will be invited to interview in early August 2018 and successful applicant appointed to commence their fellowship role for 12 months from September 2018. The first Joint Clinical Leadership Fellow – Pharmacy Technician post is now open for applications.

Please note that as part of the application process you will be asked to submit a statement in support from your Director of Pharmacy (or equivalent) or senior line manager. This should be sent by email to recruitment.hr@nes.scot.nhs.uk

Please see the link to the online application form below:

http://www.nes.scot.nhs.uk/recruitment/nes-vacancies.aspx
Applications close 23.59 on Tuesday 24th July 2018.

Enquiries to: Fiona Stewart on 0141 223 1604 or Fiona.stewart@nes.scot.nhs.uk
JOB SUMMARY

Joint Clinical Leadership Fellow – Pharmacy Technician (JCLF - PT)

Established as a special Health Board, NHS Education for Scotland (NES) is the provider of leading edge specialist learning, education and skills development for all health service employees in Scotland.

NES in partnership with the General Pharmaceutical Council (GPhC) and Scottish Government are pleased to announce they are recruiting a Joint Clinical Leadership Fellow – Pharmacy Technician (JCLF - PT) post. This secondment post is available as a 1.0 WTE for a period of 12 months from September 2018.

The Fellowship is open to pharmacy technicians across GB, currently working at a senior level in any sector of care (experienced Agenda for Change Band 8A or equivalent). Successful applicants will be paid at their current salary level (pro rata). To be eligible to commence the fellowship, the successful applicant must have a signed agreement by their line manager and/or Director of Pharmacy to allow the 12 months secondment post at 1.0 WTE.

This post based in Scotland will take forward some of the key priority areas for the General Pharmaceutical Council, as detailed in the further information, as well as key areas in relation to the pharmacy technician workforce as detailed within the new Scottish Government Pharmacy Strategy, Achieving Excellence in Pharmaceutical Care (AEiPC) 2017. The post will be linked to key strategic groups and organisations across GB and within NHS Scotland to receive guidance and review, and will particularly focus on the following areas:

GPhC

• Professionalism and Pharmacy Technicians
• Developing the initial approach to evaluation of revalidation
• Learning from Fitness to Practise

Scottish Government

• Pharmacy Technician workforce plans for Scotland
• Career framework for pharmacy technicians in Scotland

The JCLF-PhT will have a bespoke opportunity to develop their leadership capabilities in taking forward national initiatives in order to contribute to aspects of a modern pharmacy and healthcare related services. They will also have a unique opportunity to link with other Pharmacy Clinical Leadership Fellows within the UK as well as other professions such as medical and dental Clinical Leadership Fellows.

For further information please contact Fiona Stewart, Associate Postgraduate Pharmacy Dean at NES on 0141 223 1604 or fiona.stewart@nes.scot.nhs.uk

If you have any queries or encounter any difficulties with your application please contact recruitment.hr@nes.scot.nhs.uk.

Unless otherwise stated the deadline for applications is 23.59 hours on the closing date Tuesday 24th July 2018.

Interview date: 8 August 2018
### Joint Clinical Leadership Fellow – Pharmacy Technician

**Essential Criteria** – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the shortlisting stage.

**Desirable Criteria** – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

**Means of Assessment** – please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

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<tr>
<th>Factors</th>
<th>Essential</th>
<th>Desirable</th>
<th>Means of Assessment</th>
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<tr>
<td>Education and Professional Qualifications</td>
<td>• Postholder must be a GPhC registered Pharmacy Technician</td>
<td>• Academic publications, presentations or prizes</td>
<td>Application &amp; Pre-Employment checks</td>
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<td>• Additional related qualifications or working towards e.g. Postgraduate diploma, BSc, BA, Masters, MBA, PhD or equivalent</td>
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<td>Eligibility</td>
<td>• Eligible to work in the UK or participate in this scheme according to visa requirements</td>
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<td>Application &amp; Pre-Employment checks</td>
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<td>Fitness to practise</td>
<td>• No conditions imposed on GPhC registration</td>
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<td>• Up to date CPD records</td>
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<td>Experience</td>
<td>• Significant post registration experience in pharmacy practice</td>
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<td>• Significant experience of managing large and complex projects/workstreams</td>
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<td>Healthcare systems</td>
<td>• Demonstrates good knowledge of the NHS and healthcare systems</td>
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<td>• Experience/understanding of the external political and social environment, including NHS Scotland policy issues and priorities, and the wider agenda of public policy impacting on other relevant agencies</td>
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<td><strong>Conditions of Service</strong></td>
<td><strong>Education &amp; Training</strong></td>
<td><strong>Quality/Service Improvement &amp; Audit</strong></td>
<td><strong>Leadership &amp; Management</strong></td>
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<td>• Experience of planning, developing and delivering education and training</td>
<td>• Experience of leading, developing and managing health services and applying improvement methodology which has had an impact/focused on patient safety and clinical improvement • Experience and/or knowledge of audit, evaluation, research and development</td>
<td>• Knowledge of and expertise in organisational, leadership and management development and models for delivery of leadership development • Understands the importance of developing appropriate behaviours and competencies in leadership and management • Demonstrates clear leadership aspirations • Experience of successfully managing staff and leading teams • Team player</td>
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<td>Conditions of Service</td>
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<td>• Shows a high level of motivation and initiative (self-starter, shows curiosity)</td>
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<td>• Commitment to personal and professional development</td>
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<td>• Seeks and acts on feedback regarding own effectiveness and areas for development</td>
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<td>• Reflects on past performance and applies learning to current practice</td>
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<td>• Managing others and team involvement:</td>
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<td>- Able to work in multi-professional teams</td>
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<td>- Ability to show leadership, make decisions, organise and motivate other team members</td>
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<td>• Organisation and planning:</td>
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<td>- Capacity to manage/prioritise time and information effectively</td>
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<td>- Ability to work autonomously to agreed objectives and timescales</td>
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<td>• Able to cope with pressure and manage uncertainty</td>
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**Application & Interview**
Leadership Behaviours

NHS Education for Scotland (NES) assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:

- **Inspiring**: Passionate about our strategic mission and about excellence; communicating purpose and vision with enthusiasm; innovative, and learning from success as well as setbacks.

- **Empowering**: Giving our teams space and authority to deliver outcomes; investing in learning and development; expecting top performance & dealing with occasions where this is not delivered; being approachable and open to constructive challenge.

- **Adaptive**: Respond flexibly to changing requirements and help others to do the same, recognising that required leadership and expertise may not always sit at the top of the hierarchy and actively encouraging good ideas/input from all levels.

- **Collaborative**: Committed to working together, and across professional, clinical and organisational boundaries, internally and externally to achieve our objectives.

- **Engaged & Engaging**: Committed to our values, agreed ways of working and our strategic and operational direction; visible to stakeholders and to our teams; straightforward and honest in our communications.
Online Application Guidance

General Guidance

- No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership or stewardship.

- Only Sections 2, 3 & 4 of this online form will be made available to short-listing panels. Sections 1 to 4 (inclusive) would then be used by the interviewing panel if you are selected for interview. Sections 5 to 8 will be viewed only by the HR department.

- Required questions are denoted with an asterisk. When you have answered the questions on a page, click the Next button to continue. The last section of the application form will have a Submit button to complete the application process.

- The 'Save as draft' button below saves your information as a draft to be completed later. You can retrieve your saved application from the NES Vacancies page of the NES website (http://www.nes.scot.nhs.uk/recruitment/nes-vacancies) and clicking the link at the bottom left of that page. You will require your registration email and password to log back in.

- PLEASE NOTE: Clicking the Clear or Close button at anytime will clear and close your application form WITHOUT SAVING your information. To reduce this risk, it is recommended that you use the 'Save as draft' button as you complete each section of the online form.

- If you would like to paste your response from an external document simply right click and paste or use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users.

Personal Details section

- This gives us your contact details such as name and address. Under ‘title’ you would put either Mr, Mrs, Ms, Dr or just leave blank if you prefer.

- All our communications will be sent to you via email - please ensure you provide an accurate email address which you will have regular access to throughout the recruitment process. Applicants should regularly check Junk/SPAM folders to ensure key communications aren’t missed. Similarly, applicants using NHS.net email accounts have reported difficulties receiving communications, with emails hitting their local firewall. Please contact your local IT if this is the case, or you may wish to consider using an alternative email address.

- Work Permit – It is the responsibility of the candidate to ensure that they have the right to work in the UK.
**Qualifications section**

- please tell us of any qualifications you have. This can include school standard grades, GCSEs, highers, or work based qualifications such as SVQs or NVQs.

- remember to include any ‘non formal’ qualifications or certificates that you think are relevant to the job you are applying for.

**Membership or Professional Regulatory Bodies section**

- If the post requires you to be professionally registered, please provide details of your Professional Membership e.g. GMC, NMC, GDC etc.

**Employment History section – present or most recent**

- If you are currently out of work, please write this in the ‘job title’ space.

- Please state your start date in month/year format DD/MM/YYYY.

- Please tell us briefly about your duties (what you do or did in your job). You could tell us your role, the main tasks, and any responsibility for supervising others.

- There is a 4000 character limit (including spaces) for this question. If you would like to paste your response from an external document please use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users.

**Employment History section – previous employment**

- Please provide details of your employment history.

- Start with your most recent employment and work down the page.

- If a job supports the position applied for, please say more about it in your Application Support statement.

**Statement in Support of Application**

- Please tell us your personal qualities, skills and attributes, experience and any major achievements and show how they match those needed for this job. Please refer to the Person Specification (within the Job Information Pack) when completing your statement.

- There is a 4000 character limit (including spaces) for this question. If you would like to paste your response from an external document please use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users.
Where did you see the advert section

• Please try to remember where you heard about this job, and tick the relevant box. The information you give will help us find out how good our advertising is.

References

• NHS policy requires us to obtain at least two references, verifying a minimum of 3 years previous employment, one of which must be your current or most recent employer.

• Please identify below, referees who are authorised to confirm your employment and the details given on your application. Please ensure a minimum 3 year period is covered by the details you provide. For periods of unemployment/study please provide a character referee e.g. college/university tutor.

• You should not use family or friends as referees.

• Our pre-employment screening also includes, where appropriate, health and fitness for work, criminal records, qualifications and professional registration.

• Note that references will only be taken up for the Preferred Candidate following interview.

• Please note that we may contact you for further referee information if required.

Disability Arrangements

• The Equality Act 2010 defines disability as ‘a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.’

• NHS Scotland is “Positive About Disabled People”, therefore no applicant will be discriminated against on the grounds of disability. If you are invited to interview, you will have the opportunity at that point to discuss any particular requirements that you would have when attending for interview e.g. Induction Loop, Wheelchair access, Signer etc...

• In addition, NHS Scotland operates a Job Interview Guarantee (JIG) scheme, which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed an interview.

• However, some disabled people prefer not to take this option, so please tick your preference if you are a disabled candidate.
Declarations

• NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. This means that unless stated in the job description, person specification or application pack, you must tell us about any previous convictions either classed as ‘spent’ or ‘unspent’.

• If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action.

• Any information you give will be considered only in relation to the post for which this application form refers.

• Information will be verified by Disclosure Scotland for relevant posts.

• Read, consider and tick the declaration at the bottom of the page.

Equal Opportunities Monitoring

• We want to ensure that our job opportunities are open to all. The only way we can ensure there is equal opportunity is to monitor applications we receive and compare the profile of people who apply with those appointed. Therefore this form asks you for your ethnic origin, gender, disability, religion, sexuality and age.

• The information you provide in this part of the form (Section 8) is confidential and is NOT used in the selection process.