

**Supporting information**  
**Medical and Dental**  
**vacancies**



## Welcome to NHS Greater Glasgow and Clyde



We are pleased you are interesting in applying for a vacancy within NHS Greater Glasgow and Clyde (NHSGGC). You will be joining a team of highly-regarded doctors and dentists within the largest health organisation in the United Kingdom.

We hope this supporting information provides the guidance and confirmation you need to apply for a vacancy with us.

NHSGGC encourages applications from all sections of the community. We promote a culture of inclusion across the organisation and are proud of the diverse workforce we have.

Applications for vacancies within NHSGGC must be submitted on the [NHS Scotland Jobs](#) website. NHS Scotland does not accept CVs. Please ensure all sections of the application form are fully completed.

The information supplied within your application will only be processed by authorised NHSGGC personnel involved in relevant stages of the recruitment process. The information you provide will be retained by NHSGGC and will be used for the purpose of processing your application and for statistical and audit purposes. NHSGGC will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed.

If you require any further information about living and working in the Greater Glasgow and Clyde area, you can contact the NHSGGC Recruitment Service in the first instance who will signpost you to the most appropriate resource or colleague within the organisation.

Thank you for your interest in NHS Greater Glasgow and Clyde, we look forward to receiving your application.

**NHS Greater Glasgow and Clyde  
Recruitment Services**  
West Glasgow Ambulatory Care Hospital  
Dalnair Street  
Glasgow  
G3 8SJ

+44 (0)141 278 2700  
[nhsggc.recruitment@nhs.scot](mailto:nhsggc.recruitment@nhs.scot)

## Employment terms and conditions



Within NHS Scotland, medical and dental terms and conditions of employment are agreed nationally by the NHS Scotland [Management Steering Group](#) (MSG).

The MSG hosts detailed information on the various medical and dental contracts:

- [Consultants](#)
- [Specialty Doctors](#)
- [Specialist Doctors](#)
- [Junior Doctors](#)
- [Scottish Public Dental Service](#)

In addition to the nationally agreed terms and conditions, each job within NHSGGC will have its own contractual provisions.

### Job title

The job title is contained within the job advert, and its associated job description. The job title will also be confirmed within your offer of employment and contract of employment.

### Contract tenure

Most posts within NHSGGC will be:

- For a permanent contract; or
- Fixed term for a specific time period, with a defined end-date.

The tenure of the contract will be displayed within the job advert. The contract tenure will also be confirmed within your offer of employment and contract of employment.

### Hours of work

Full-time contracts for medical and dental staff comprise of 40 hours per week. The total number of hours for a specific job is contained within the job advert. The number of hours for a specific job will also be confirmed within your offer of employment and contract of employment.

### Grade and salary

The terms and conditions (listed above) contain the current salary ranges for each of the medical and dental grades within NHS Scotland. These values are based on a full time contract of 40 hours per week. The values must be calculated on a pro-rata basis if the role is less than full time. The pay grade and salary range for a specific job is contained within the job advert. The pay grade and salary range for a specific job will also be confirmed within your offer of employment and contract of employment. Progression within the salary range is related to experience. New entrants to the NHS will normally commence on the minimum point of the salary scale (dependent on qualifications and experience). Salary is paid monthly by bank credit transfer into a UK Bank account.

### Notice period

Employees have a minimum notice period which must be provided of termination of employment. NHSGGC reserves a discretionary right to pay you in lieu of notice but you do not have any contractual right to receive payment in lieu of notice. In addition, where notice is given, you are entitled to one week's notice during the first 2 years of employment and thereafter, one week for each completed year of service up to a maximum of 12 weeks (for example; 2 week's notice for 2 years of service, 6 week's notice for 6 years of service). This is always subject to the employer's right of dismissal without notice in the case of gross misconduct.

The minimum notice periods are as follows:

Consultant doctors and dentists	Three months
Specialist doctors and dentists	Three months
Specialty doctors and dentists	Three months
Locum consultant doctor and dentists	One Month
Medical and dental Clinical Fellows	One month

### **Superannuation**

New entrants to NHSGGC who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Scotland Pension Scheme (managed by the [Scottish Public Pensions Agency](#)). Arrangements can be made to 'opt out' of the scheme.

### **Removal expenses**

Assistance with removal and associated expenses may be given and would be discussed and agreed prior to appointment.

### **Expenses of candidates for appointment**

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 or refuse an offer of appointment.

### **Smoke free policy**

NHSGGC operate a No Smoking Policy in all premises and grounds.

### **Protecting Vulnerable Groups (PVG) Scheme**

All medical and dental posts are considered to be in the category of "Regulated Work" and therefore requires a Protection of Vulnerable Groups (PVG) Scheme membership managed by [Disclosure Scotland](#). Details of how to apply for PVG Scheme membership will be supplied to appointed candidates.

### **Right to work in the UK**

NHSGGC has a legal obligation to ensure that it's employees, both UK and non-UK nationals are legally entitled to work in the United Kingdom. Before any person can commence employment within NHSGGC they will need to provide documentation to prove that they are eligible to work in the UK. Non UK nationals will be required to show evidence of 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 the right to work in the UK has been verified. You will be required provide appropriate documentation prior to any appointment being made.

### **Right to work in the UK**

NHSGGC has a legal obligation to ensure that its employees, both UK and non-UK nationals are legally entitled to work in the United Kingdom. Before any person can commence employment within NHSGGC they will need to provide documentation to prove that they are eligible to work in the UK. Non UK nationals will be required to show evidence of 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 the right to work in the UK has been verified. You will be required provide appropriate documentation prior to any appointment being made.

### **Rehabilitation of Offenders Act 1974**

The [Rehabilitation of Offenders act 1974](#) allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHSGGC. Any information given will be handled in confidence.

### **Disability Confident**

As a [Disability Confident](#) employer, we recognise the contribution 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. A disability or health problems does not preclude full consideration for the job and applications from people with disabilities are welcome. All information will be treated in confidence. You will note on our application form that we ask for relevant information with regard to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview.

### **Flexible working**

NHSGGC operates flexible staffing arrangements whereby all appointments are to a grade within a department. The duties of an officer may be varied from an initial set of duties to any other set, which are commensurate with the grade of the officer. The enhanced experience resulting from this is considered to be in the best interest of both NHSGGC and the individual.

### **Equal opportunities**

The postholder will undertake their duties in strict accordance with NHSGGC Equal Opportunities Policy.

### **Medical negligence**

In terms of NHS Circular [1989 \(PCS\) 32](#), NHSGGC does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity (provided by

[Clinical Negligence and Other Risks Indemnity Scheme \(CNORIS\)](#) will cover only NHSGGC 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.

### **Regulatory bodies**

In the UK, the [General Medical Council \(GMC\)](#) and the [General Dental Council \(GDC\)](#) are the public bodies that maintain the official register of medical and dental practitioners within the United Kingdom. Their chief responsibility is to “protect, promote and maintain the health and safety of the public” by controlling entry to their respective registers, and suspending or removing members when necessary. It also sets the standards for medical and dental schools in the UK.

To practice medicine and dentistry in Scotland, you must have a valid GMC / GDC Registration with a Licence to Practice – this is known as Full Registration.

Where appropriate to the post the appointed candidate will require on commencement of the post to have full registration with the General Medical Council (GMC) and a licence to practice or the General Dental Council (GDC).

### **Medical consultants**

For medical consultant posts the post holder must have:

- [Full Registration](#) with the General Medical Council (GMC); and
- a [licence to practise](#); and
- be eligible for inclusion in the GMC [Specialist Register](#).

Applicants trained in the UK should have evidence of higher specialist training leading to [Certificate of Completion of Training \(CCT\)](#), or be within 6 months of confirmed entry from the date of interview.

International Medical Graduates must meet the requirements, outlined within the [Full registration for international medical graduates](#) guidance outlined by the GMC.

### **Specialist, Associate Specialist and Specialty (SAS) Doctors and Dentists**

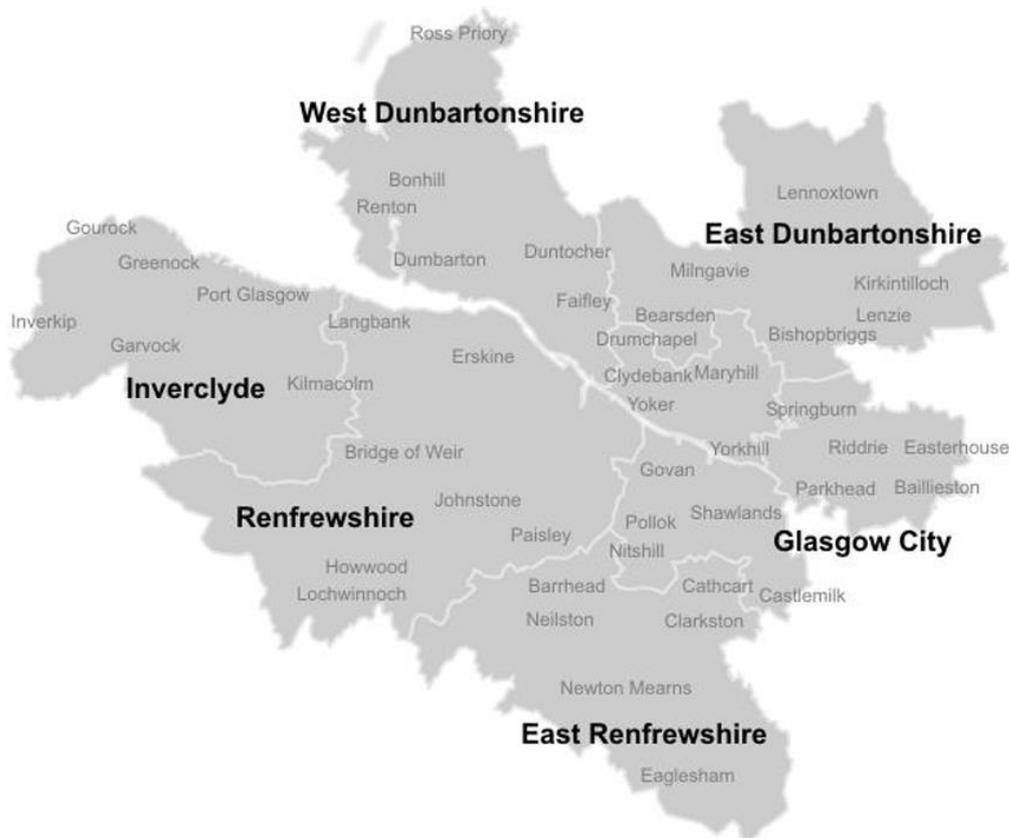
Specialist, Associate Specialist and Specialty (SAS) Doctors and Dentists are key members of our senior medical workforce and provide a wide range of expertise and skills. NHSGGC is committed to supporting your continued professional development as an SAS Doctor or Dentist. We strive to support a culture of development that embodies the aims of the [SAS Charter](#) and the NHS Education for Scotland [SAS Development Programme](#). All SAS Doctors in NHSGGC are appointed a designated Education Advisor who provides support in education, training and development fund opportunities.

Individuals applying for a Specialty Doctor post must have at least four years full-time postgraduate training. Two of these must have been in a relevant acute specialty, or you will be required to evidence equivalent experience and competences.

## About NHS Greater Glasgow and Clyde



Greater Glasgow Health Board (“the Board”) was established on 1 April 1974, under the National Health Service (Scotland) Act 1972, with responsibility for providing health care services for the residents of Greater Glasgow. On 1 April 2006 the area covered by the Board was enlarged to include the Clyde area of the former Argyll and Clyde Health Board. NHSGGC serves a population of approximately 1.3m. The Board also provides a wide range of regional West of Scotland Services and National services. The image below shows the geographical area covered by the Board.



NHSGGC has a statutory duty to plan, commission, and deliver, healthcare for the residents of the local authority areas of Glasgow City, Inverclyde, Renfrewshire, East Dunbartonshire, East Renfrewshire and West Dunbartonshire. In delivering this NHSGGC works with the Scottish Government, our 6 Integrated Joint Board (IJB) partners, community planning partnerships, other NHS bodies, and other organisations in the public sector such as local authorities, the police, and the fire and rescue service. This partnership approach supports the implementation and delivery of the strategies and plans of NHSGGC, our 6 IJB partners, and the Scottish Government.

The overall purpose of the Board is to protect and improve population health and wellbeing whilst providing safe, accessible, affordable, integrated, person centred and high quality health services. To realise the overall purpose, the Board has

developed a suite of values (based on those of NHS Scotland), aims and corporate objectives described as the [Corporate Statements](#). In addition, Annual Operating Priorities are created in line with the Corporate Objectives and the Annual Delivery Plan which is submitted to the Scottish Government.

NHSGGC works to the 4 NHS Scotland key values:

- Care and compassion
- Dignity and respect
- Openness, honesty and responsibility
- Quality and teamwork

With these values at the forefront, the Board aims to improve health and individual care, whilst also reducing the cost of delivering healthcare. It is important that in doing so, the Board also creates a great place to work for all staff.

The Board has 4 corporate aims which each align to a set of corporate objectives:



Each of these corporate aims is underpinned by the following corporate objectives:

### Better Health

- To reduce the burden of disease on the population through health improvement programmes that deliver a measurable shift to prevention rather than treatment.
- To reduce health inequalities through advocacy and community planning.
- To reduce the premature mortality rate of the population and the variance in this between communities.
- To ensure the best start for children with a focus on developing good health and wellbeing in their early years.
- To promote and support good mental health and wellbeing at all ages

### Better Care

- To provide a safe environment and appropriate working practices that minimise the risk of injury or harm to our patients and our people.
- To ensure services are timely and accessible to all parts of the community we serve.
- To deliver person centred care through a partnership approach built on respect, compassion and shared decision making.
- To continuously improve the quality of care, engaging with our patients and our people to ensure healthcare services meet their needs.

- To shift the reliance on hospital care towards proactive and co-ordinated care and support in the community.

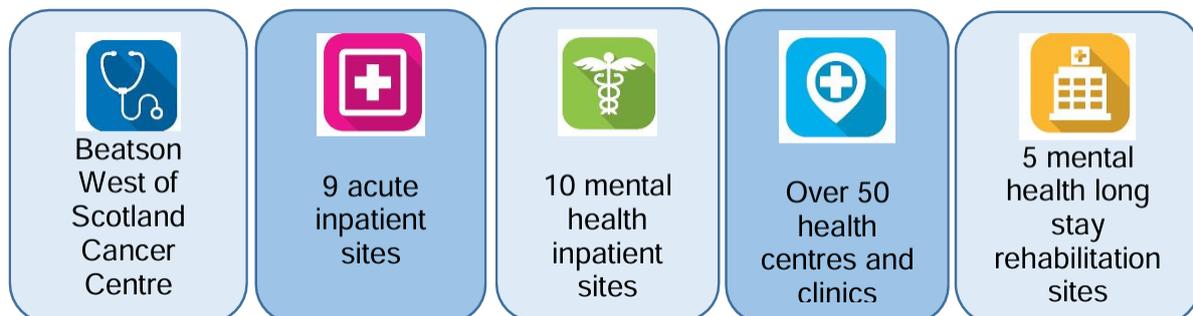
### Better Value

- To ensure effective financial planning across the healthcare system that supports financial sustainability and balanced budgets.
- To reduce cost variation, improve productivity and eliminate waste through a robust system of efficiency savings management.
- To exploit the potential for research, digital technology and innovation to reform service delivery and reduce costs.
- To utilise and improve our capital assets to support the reform of healthcare.

### Better Workplace

- To ensure our people are treated fairly and consistently, with dignity and respect, and work in an environment where diversity is valued.
- To ensure our people are well informed.
- To ensure our people are appropriately trained and developed.
- To ensure our people are involved in decisions that affect them.
- To promote the health and wellbeing of our people.
- To provide a continuously improving and safe working environment.

The Board provides services through approximately 6,000 beds across:



The Board monitors its performance against a range of quality and performance measures and submits performance information to the Scottish Government and other bodies throughout the year. You can find up-to-date information on health matters via the [Public Health Scotland](#) website.

There are 6 teaching hospital sites with additional teaching and research facilities for Medical, Nursing and Allied Health Professionals across Acute Services, which have responsibility for ensuring effective partnerships with 4 universities and local colleges who play a vital role in the education and training of all our health care professional:

- [University of Glasgow](#)
- [Glasgow Caledonian University](#)
- [University of Strathclyde](#)
- [The University of the West of Scotland](#)

In addition we are supported by our Board wide Corporate Service's directorates including Public Health, Estates and Facilities, eHealth, as well as corporate teams

in Finance, Planning and Human Resources and Organisational Development and other specialist services.

We are committed to delivering high quality, innovative health and social care that is person-centred. Our ambition is to be a quality-driven organisation that cares about people -patients, their relatives and carers and our staff and is focused on achieving a healthier life for all.

When you work with NHSGGC, you will have access to an attractive benefits package with training and support to expand your skills and progress your career. For roles which demand it, we also offer pay enhancements on top of your basic salary for out-of-hours, shift and overtime working.

We also offer comprehensive maternity, paternity and adoption leave schemes with benefits in excess of the statutory schemes.

We recognise that many employees have caring responsibilities outside of work and that from time to time, emergency leave may be required.

We offer a number of schemes to help staff combine work and home life. Colleagues within NHSGGC are currently taking advantage of a large range of flexible working opportunities, including part-time working, job sharing, compressed hours, unpaid employment breaks and flexible working.

Visit the NHSGGC [Staff Benefits](#) website for more information on what is on offer, including:

- Annual leave
- Continuing professional development opportunities
- Flexible working
- High street discounts
- Personal qualifications
- Staff bursary scheme
- Travel to work assistance
- NHS Credit Union
- Gym membership
- Pensions
- Cycle to Work scheme
- Library network
- Staff flu vaccination programme
- Employee assistance
- Volunteering
- Career Ambassador