NHS
Greater Glasgow and Clyde

MODERN APPRENTICESHIP

ORTHOTICS TECHNICAL ASSISTANT

Post Reference: 0000047532A

Closing date: Noon 9th June 2017

NHS Greater Glasgow and Clyde

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THE MODERN APPRENTICESHIP PROGRAMME

The current vacancy for the apprentice Orthotics Technical Assistant post within Orthotics at Gartnavel General Hospital is open only to applicants aged 16-24 years, or 16 to 29 years for applicants with a disability, in line with NHS Greater Glasgow and Clyde Youth Employment Plan and workforce projections.

In order to apply you must have a minimum of:

- **National 4 (or equivalent) in Maths or a Technical Subject and two other National 4 qualifications (or equivalent)**

During the MA programme you will be working towards achieving a SVQ 2 in Healthcare Support (non-clinical).

If you already hold this SVQ please consider applying for our non-apprenticeship posts - click here.

- Applications are considered on a competitive basis which means not all candidates who submit an application will be guaranteed an interview. Shortlisting will include meeting the minimum educational qualifications for application along with evaluation of Sections Two and Three of the application form.
- Only complete applications will be considered. It is therefore important that you complete **every** section of the application form.
- You must ensure that you provide your date of birth in the Equal Opportunities Section. Failure to do so may result in your application being eliminated from the selection process.
- Please ensure that you read the guidance carefully on completing the application form and your supporting statement BEFORE you submit your application. *See Page*
- You should complete and submit your application via the NHS Scotland Jobs Website www.jobs.scot.nhs.uk. *(In the event you are unable to complete an electronic application please call 0845 3000 831 for support)*

THE MODERN APPRENTICESHIP PROGRAMME

What is a Modern Apprenticeship?

Modern Apprenticeships offer the opportunity of gaining skills and qualifications that will help to start your career. A modern apprentice has the chance to be in paid employment and work towards a recognised vocational qualification at the same time[1].

How long will it last?

If successful in your application to NHS Greater Glasgow and Clyde you will be employed on a Fixed Term two year contract.

During your apprenticeship you are expected to attend regular reviews to discuss your progress and development needs, and are expected to stick to the agreed training plan. This includes attending internal and external training and taking responsibility, with support, to collect the evidence required that proves your competence in the job role.

Will I be working to a Job Description?

Yes. You will work to the Orthotics Technical Assistant job description with the expectation that you will be supported and trained to carry out all of the duties and responsibilities outlined. You would not be expected to perform at the Orthotics Technical Assistant level on appointment.

You will also receive an outline of the apprenticeship programme which highlights the key areas which you are expected to complete before your apprenticeship will end.

Where will I be working?

You will work as a part of the NHSGGC Orthotic Service, which delivers services to patients across 8 hospital sites across our Board area, however, this job is based entirely in the Orthotics Lab, at Gartnavel General Hospital. Click here for location map and more information.

You will work in our lab at the Gartnavel workshop using high speed machinery including rotating sanders, a band saw a plastics oven and vacuum moulding equipment in order to create devices specific to each patient to help patients to live better lives.

[1] http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals.aspx

THE MODERN APPRENTICESHIP PROGRAMME

The lab is a noisy and busy place where you will be on your feet for most of the day, but it's never dull as the things we make are as individual as the people who wear them.

As a department we are very interested in the use of new technologies and are leaders on the use of technology to manufacture Orthoses throughout the UK. We have used CAD CAM (Computer Aided Design and Computer Aided Manufacture) in our lab for nearly 10 years and are always looking for new ways to develop, design and manufacture better Orthoses for our patients. The next stage for us would be looking at 3 D printing some Orthoses and this is something we hope to trial in the next year.

What hours will I work?

You will work 37.5 hours per week between 08:30 am and 4:30 pm

What is 'Orthotics?

An Orthotist is a registered healthcare professional who will assess a person's needs and may provide an orthosis or body support such as leg and hand splints, spinal braces, knee braces and special footwear.

Orthosis enhance the quality of a patient life by improving walking, preventing deformities, reducing pain and risk of injury in patients with long and short term problems. We work with patients with a range of conditions including diabetes, rheumatoid arthritis , cerebral palsy, stroke and orthopaedic problems.

An Orthotist will assess the whole body and is responsible for: diagnosing, prescribing, measuring, fitting, adjusting and reviewing an orthosis. The purpose and design of the orthosis may change over time along with the changing needs of the patient.

What departments will I be working for?

Orthotists may work within multidisciplinary healthcare teams and specialise in biomechanical problem solving to provide an orthosis which meets the needs of the patient.

The Orthotics Department provides body worn devices to patients to help with their mobility, improve function or reduce pain. We assess patients to decide on the correct treatment and can see patients as an inpatient in hospital wards but we mainly deliver service to our patients in outpatient clinics across NHSGGC to both adults and children.

THE MODERN APPRENTICESHIP PROGRAMME

What will I be doing?

A full job description is provided at the end of this information pack and this provides details of all aspects of the role. However, a summary of some of the key duties is provided below.

- Operating our CAD CNC milling machine to create insoles which have been designed in a CAD package by our team of Orthotists.
- Finishing off these insoles to a high specification by hand
- Repairing and fixing broken devices
- Finishing devices to a high standard using smoothing tools
- Creating very individual items and unique items carefully specified by both the Orthotist and the patient.
- Using the computer to make sure information is recorded accurately and jobs are delivered on time.

Who else works within the team?

You will be part of a team which includes an Orthotics Technical Team Lead, two Senior Orthotic technical assistants and two Orthotic Technical Assistants.

What is expected of the sucessful applicant?

As well as meeting the educational requirements you will need to be good with your hands, enjoy fixing or creating new things and be neat and methodical in your work.

We are looking for someone who is enthusiastic to learn and to develop within an apprenticeship and has a positive approach to work.

It is important that the candidate can work well with their colleagues as part of a team and be willing to help others to complete tasks if they have completed their own.

At times this role can be physically demanding and you will spend a lot of time on your feet.

Quality control is very important to us as our patients depend on these devices so they need to be as well made and high quality as we can deliver, so concentration and attention to detail are essential.

THE MODERN APPRENTICESHIP PROGRAMME

This apprenticeship posts will last for two years. By the end of the apprenticeship you will be expected to:

- Complete NHS GGC organisational induction and Mandatory Healthcare Support Worker Induction Standards & Code of Conduct
- Complete role specific induction
- Completion of the in-house training programme
- Evidence the knowledge and skills required for the job role via the Knowledge & Skills Framework Review & Personal Development Planning Process
- Complete the Core Skills, SVQ Level 2 qualification and any enhancements outlined the Healthcare Support MA framework (click here).
- Attend any training sessions and meetings arranged through the wider NHS GGC Modern Apprenticeship. This may include attendance at sessions at Glasgow Clyde College.
- Adhere to NHS GGC Policies & Procedures

A modern apprenticeship isn't just about working; you need to be committed to learning too. During this period you would be expected to work as a member of our staff but also work towards an SVQ Level 2 qualification in Healthcare Support (Non Clinical) As well as working you will be required to agree to a training / development plan and attend meetings with trainers, assessors and verifiers as required. It should be noted that additional sessions at college may be arranged during the apprenticeship and attendance at these sessions is mandatory.

Engagement with the workplace SVQ process, attendance at arranged training sessions and satisfactory progression is a mandatory requirement of the apprenticeship programme.

You will be an employee of NHS Greater Glasgow and Clyde and therefore also expected to observe the same Terms and Conditions of employment that all our staff do, and be subject to the same policies and procedures.

Will I be paid?

Yes. This Modern Apprenticeship will pay you a minimum of £16,086 or £8.25 per hour.

What is a Modern Apprenticeship Framework and where does an SVQ fit in?

A Modern Apprenticeship Framework is a document that describes the minimum standards of competence defined by employers for a given role. Frameworks identify relevant SVQs (or alternative competency based qualifications), core skills e.g. communication, numeracy and any industry specific training that might be required.

THE MODERN APPRENTICESHIP PROGRAMME

More than 70 different Modern Apprenticeship Frameworks have been developed in Scotland[2].

A Scottish Vocational Qualification (SVQ) is a qualification that shows that you are able to perform a job to nationally recognised standards. SVQs are made up of Units, each one of which describes an aspect of the job. You are expected to work your way through all of the relevant Units attached identified for your job role. There are no exams involved in an SVQ, staff are assessed at their workplace using observation, professional discussion and work related evidence. You will be assessed on the skills you use every day in your job.

What qualifications will I hold when I complete the Modern Apprenticeship?

This post reflects the following Modern Apprenticeship Framework:

- Healthcare Support L2 (non-clinical)

This means you will be working towards the SVQ L2 in Healthcare Support

What happens at the end of the Modern Apprenticeship?

On successful completion of all elements of the NHSGGC Modern Apprenticeship programme you will transition into permanent employment within the organisation.

[2] http://www.skillsdevelopmentscotland.co.uk/our-services/modern-apprenticeships/ma-frameworks.aspx

THE MODERN APPRENTICESHIP SELECTION PROCESS

Selection Timetable

Recruitment Stage	Date
Information Session –your opportunity to find out more about this apprenticeship. **Places are limited – please email** Modern.apprentice@ggc.scot.nhs.uk by Thursday 1st June 2017 **to secure a place.** **All applicants are encouraged to attend this session! Important information will be provided that may help completion of the application and interview preparation.**	Friday 2nd June at Gartnavel General Hospital
Closing date for application submission	12 Noon Friday 9th June 2017
Applications Assessed and candidates selected for Interview	Process completed by Late June 2017
Selection and Interview process	Early to mid July 2017
Anticipated start date for Successful candidates to commence employment – start date is dependent on the time taken to complete pre employment checks	September 2017

THE MODERN APPRENTICESHIP SELECTION PROCESS

I've never worked in this kind of job before so how do you know I have the skills you are looking for?

As well as the educational qualifications, skills, knowledge/experience you must have to be able to do the job we will also ask you to provide supporting information in your application form that will help us assess your suitability.

The Supporting Statement of the application form plays a significant part in our decision to select your application for shortlisting. **Please ensure you read the guidance on completing the Supporting Statement carefully** and ensure you address all the questions ask of you. *See Page*

You should also consider booking a space at our information event which will provide the opportunity to learn more about the role and speak with departmental staff.

How do you decide who to interview?

We base our decision on who to interview by assessing the information you have provided and your responses to the questions you have been asked to address in your supporting statement.

How should I complete my application form?

To give you the best possible chance of selection please ensure please ensure you read and follow the detailed guidance on submitting your application on line and that before submitting ensure you have provided responses to the questions you have been asked to address in your supporting statement. *See page 12.*

Draft your supporting statement before you type it into the text box in the application form and check your spelling and grammar. And keep a copy of this draft as if you are selected for interview you may wish to refer back to your submission.

Make sure your supporting statement does not exceed 50 lines of text including paragraph breaks – approximately 1 A4 page.

Please do not send any other inclusions e.g. copies of qualification certificates, other award letters or CVs etc. If you are selected for interview we will let you know what evidence we need you to provide regarding your educational qualifications.

THE MODERN APPRENTICESHIP SELECTION PROCESS

Can I get help to complete the application form?

If you feel that you need some help to decide what would be useful to include in your application you should make contact with your local Skills Development Scotland office. One of the advisers there will be able to support you through the application process. You can find out more at https://www.skillsdevelopmentscotland.co.uk/

You can also find information on the My World of Work website
https://www.myworldofwork.co.uk/getting-job/application-forms

Who should I ask to be a referee?

We know it might be hard for applicants to provide us with two referees if they have not worked before so that is why we will accept educational references from teachers at your school/college. However, if you do have a current part-time job or have volunteered or worked before please also give us details of someone who can provide a reference for this.

It is important that you give us full contact details including an email address for this person AND that you ask the person for permission to use them as a referee before you submit the application form.

We will only contact your referees if we decide to make a conditional offer of employment. All our offers of employment are conditional and subject to you satisfactorily completing pre employment checks which include reference and an occupational health assessment.

When is the closing date for applications?

Your application must be submitted on or before **12 Noon Friday 9th June 2017** at the latest. Please do not wait until the last moment to submit your application.

We will **NOT** accept late applications.

Who will assess my application?

Your application will firstly be assessed by recruitment professionals who will ensure that you meet the minimum selection criteria (a minimum of three National 4's or equivalent, one of which must be in Maths or a Technical Subject and two other National 4 qualifications – or equivalent). Applications that meet the minimum criteria are then passed to a shortlisting panel. Meeting the minimum criteria is NOT a guarantee that you will be invited to interview.

This panel will include at least two managers from the department hiring staff. They will be judging how well your application matches the selection criteria for the post. They will review

the information you provide in relation to the educational qualifications, knowledge, skills and experience required for the post and will carefully consider the content of your supporting statement. The shortlisting panel will be looking for well presented, clear, concise information and any additional information that is interesting and highlights any additional skills and qualities you have over and above your educational qualifications.

When will interviews be held?

The date for interviews is still to be confirmed but this is likely to be mid July 2017. If you have been selected for interview you will be notified by letter, email or text of the date, time and venue for interviews.

Disability

The Equality Act defines Disability as follows "any physical or mental impairment which has a substantial adverse effect on a person's ability to carry out normal day to day activities". NHS Scotland is "Positive about Disabled People" as part of our continued commitment to extend job opportunities for people who are disabled. All candidates who indicate they have a disability **and meet the minimum criteria for selection** will be guaranteed an interview.

THE MODERN APPRENTICESHIP APPLICATION FORM

What should I put in my application?

You should take time reading the guidance on completing the application form and ensure you do not leave it to the last minute. One standard application form means that everyone who applies is considered on the same basis.

It's a good idea to gather all the necessary information e.g. your educational qualifications before you start to complete the application form.

Plan what information to include in each section of the application form and take note of the space provided which will give you an indication of how much information is required.

Completing the Statement in Support of Application.

To stand the best chance of getting an interview you need to ensure that you carefully address each of the following areas in your complete your Statement in Support of Application.

REMEMBER LOTS OF APPLICANTS WILL MEET THE EDUCATIONAL REQUIREMENTS SO YOUR SUPPORTING STATMENT IS YOUR OPPORTUNITY TO STAND OUT

- Why are you interested in an Apprenticeship with NHS Greater Glasgow and Clyde? Please describe briefly why you think you would be good applicant to the Orthotics Department *e.g. Tell us about your interest in working with your hands or working with machinery or tools or in design or workshop environment.*

- In the summary information we have told you what skills and personal qualities we are looking for. Tell us which of these skills you have and how you have developed them *e.g. through work, volunteering, school/college practical classroom tasks in technical, art or design subjects, clubs or after school/college groups, hobbies or other interests. Give us as many examples as you can that demonstrate manual dexterity or good hand eye coordination and have the personal qualities we are looking for.*

- Please tell us a bit more about you. *How do your family, friends, teachers/employers describe you? Tell us about your achievements (e.g. Duke of Edinburgh or other awards, hobbies and interests), any talents or aspirations or anything else you think might be relevant to your application.*

The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.

PLEASE NOTE AS MODERN APPRENTICESHIPS ARE AGE RESTRICED YOU MUST PROVIDE YOUR DATE OF BIRTH

THE MODERN APPRENTICESHIP APPLICATION FORM

Final Check

- Make sure you have included details of all your qualifications (including dates awarded)
- Make sure you include contact details for your Educational Reference(s) and Work/Character Reference, including email address for them. Don't forget to ask their permission to use their details on your application form
- Make sure you check that your responses are checked for spelling and grammar and provide detail. It might be useful to get someone else to look over your application form for a second opinion in case you have made any mistakes.
- It is always useful to make a few drafts before you submit one you are happy with and keep a copy of the Keep a copy of your final draft. Remember if you are selected for interview it will be important to review the application you submitted as part of your interview preparation.
- **And finally before you submit it check it one last time**

How to submit your Application Form:

Applications should be completed electronically submitted via the NHS Scotland Jobs website. You will receive an automatic confirmation of submission from the NHS Scotland Website. When your application is forward to NHS Greater Glasgow and Clyde you will receive an email confirming receipt. If you have any problems submitting your application form please call NHS Greater Glasgow and Clyde Recruitment Service on 0845 3000 831

Applications should be returned by the closing date of **12 noon Friday 9th June 2017.**

THE MODERN APPRENTICESHIP TERMS AND CONDITIONS

Starting Salary

£16,086 per annum.

Fixed Term Contract Duration

The duration of the post is fixed term for 2 years

Hours of Duty

37.50 Hours per week

Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is :

- 27 days (202.5 hours), rising to 29 days (217.5 hours) after 5 years' service and 33 (247.5 hours) days after 10 years' service. There are 8 (60 hours) Statutory and Public Holidays in each leave year (pro rata where applicable) .

Superannuation Pension Scheme

If appointed you will be automatically enrolled in the NHS Superannuation Scheme however on appointment you can chose to opt out of the scheme. Employee's contributions to the NHS Scheme are tiered based on your earnings and the employer's contribution equates to 13.5 % of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. You can find out more at www.sppa.gov.uk

Right to Work in the UK

We are required to check the entitlement to work in the UK of all prospective employees, regardless of nationality or job category. Candidates appointed to a post will be required provide appropriate documentation verifying right to work in the UK prior to any commencing employment

Healthcare Support Workers

You will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers. NHS Greater Glasgow and Clyde has in place an Induction Programme which new employees will be expected to complete in the first few months of starting the new post. As part of the Induction Process, you will be required to achieve Mandatory Induction Standards and Code of Conduct for Health Care Support Workers and these standards will be met through on the job induction programmes within NHS Greater Glasgow and Clyde that are core in supporting new staff.

THE MODERN APPRENTICESHIP TERMS AND CONDITIONS

Smoking Free Policy

NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all premises and grounds for staff and visitors.

Pre employment Checks

All offers of employment will be subject to the receipt of satisfactory References, Occupational Health Screening, Criminal Records Check (Disclosure Scotland) where applicable, Eligibility to Work in the United Kingdom and Verification of Qualifications.

Car parking and travel to NHSGGC Sites

Like other NHS Boards across the country, demand for car parking on our hospital sites far outweighs availability. As a result, access to on-site parking is extremely limited and you will therefore need to find alternative ways of travelling to work if you are selected for the post.

All staff are entitled to apply for the following benefits on appointment:

- Interest free loan to purchase Zonecard's - a flexible season ticket for unlimited travel by rail, subway, most buses and even some ferries (details on public transport routes to NHS Greater Glasgow and Clyde's sites can be found by visiting www.nhsggc.org.uk and select Transport and Parking on the home page or visit www.spt.co.uk/travelinfo
- Cycle to Work Scheme, for staff to purchase a bicycle and any equipment needed and then repay those costs through their salary.

Learning and education

NHSGGC has an on-going commitment to learning and development through competency based training and individual personal development plans informed by the Knowledge and Skills Framework (summary guidance can be accessed via www.nhsggc.org.uk go to Career and Jobs, click Agenda for Change and select Knowledge and Skills Framework).

For more information about the benefits and discounts available to NHS Greater Glasgow and Clyde staff, visit www.nhsstaffbenefits.co.uk and www.nhsdiscounts.com

THE MODERN APPRENTICESHIP JOB DESCRIPTION

Summary Information

Where will the apprentice be working?

Within the Orthotic Service, which delivers service to patients across 8 hospital sites in NHSGGC, however , this job is based entirely in the Orthotics Lab, at Gartnavel General Hospital.

What are the working hours and shift pattern?

37.5 hours a week 8:30- 4:30 Monday to Friday.

What does Orthotics do within NHS GGC? What services does it provide?

Orthotics provides body worn devices to patients to help with their mobility, improve function or reduce pain. We assess patients to decide on the correct treatment and can see patients as an inpatient in hospital wards but we mainly deliver service to our patients in outpatient clinics across NHSGGC to both adults and children.

You will work in our lab at Gartnavel workshop using high speed machinery including rotating sanders, a band saw a plastics oven and vacuum moulding equipment in order to create devices specific to each patient to help patients to live better lives.

As a department we are very interested in the use of new technologies and are leaders on the use of technology to manufacture Orthoses throughout the UK. We have used CAD CAM (Computer Aided Design and Computer Aided Manufacture) in our lab for nearly 10 years and are always looking for new ways to develop, design and manufacture better Orthoses for our patients. The next stage for us would be looking at 3 D printing some Orthoses and this is something we hope to trial in the next year.

The lab is a noisy and busy place where you will be on your feet for most of the day, but it's never dull as the things we make are as individual as the people who wear them.
Quality control is very important to us as our patients depend on these devices so they need to be as well made and high quality as we can deliver, so concentration and attention to detail are essential.

What are the most common duties of this role?

The Orthotics Technical Assistant (this role) is responsible for creating and shaping a range of orthoses or body supports such as leg and hand splints, spinal braces, knee braces and special footwear using a variety of different workshop tools.

Your duties will include:

- Operating our CAD CNC miller to create insoles which have been designed in a CAD package by our team of Orthotists.
- Finishing off these insoles to a high specification by hand
- Repairing and fixing broken devices
- Finishing devices to a high standard using smoothing tools
- Creating very individual items and unique items carefully specified by both the Orthotist and the patient.
- Using the computer to make sure information is recorded accurately and jobs are delivered on time.

Who else works in the team?

You will work as part of a team which includes an Orthotics Technical Team Lead, 2 Senior Orthotic technical assistants, 2 Orthotic Technical Assistants. This apprenticeship will be a new post.

What are the most important skills required for this post?

Good hand eye coordination and manual dexterity are important to this role. This is an excellent role for someone who enjoys fixing things or creating new things.

What are the most important personal qualities required for the role?

Being an enthusiastic team player who is keen to learn new skills and happy to take direction and support from senior members of the team.

Longer term, how could this apprenticeship support career progress/ a career in the NHS?

Orthotics is a small speciality, however the kind of skills anyone gains as part of any job in the NHS are often transferable to other fields and other jobs.

Job Description

You will work to the standard Orthotics Technical Assistant Job Description with the expectation that you will be supported and trained to carry out all the duties and responsibilities outlined.

JOB DESCRIPTION – ORTHOTICS TECHNICAL ASSISTANT

1.JOB IDENTIFICATION

Job Title: Orthotic Technical Assistant
Responsible to: Orthotics Clinical Lead/Manager
Department: **Orthotics**
Please note as an Apprentice you will be trained to carry out this role. You would not be expected to perform the full range of duties until you were appropriately trained to carry out the required task.

2.JOB PURPOSE

This post is part of the NHS GGC Modern Apprenticeship Programme and the postholder will undertake a programme of training and development to acquire the knowledge and skills required for the role.

The Orthotic Assistant is employed to support professionally qualified staff in the delivery of the Orthotic service in the healthcare environment.

The role involves working in both healthcare and technical environments.

3.ROLE OF THE DEPARTMENT

The Orthotics service is located in the Rehab & Assessment Division of NHS Greater Glasgow & Clyde

The Orthotic assistant is managerially accountable to the Deputy Manager but is clinically and technically, directly accountable to the appropriate Supervising Orthotist or Senior technician dependant on the duties being carried out.

4.SCOPE AND RANGE

The Assistant works in the clinical environment and provides support to the Orthotist

which can include direct patient care within protocols under the direct supervision of a qualified Orthotist.

The Assistant works in the technical environment and provides support to the technicians under the direct supervision of a qualified technician.

The post holder works on multiple sites and supports the qualified staff on wards.

The post-holder assists in the delivery of a domiciliary service to those patients that cannot travel and require orthotic intervention within the scope of being able to carry appropriate diagnostic equipment to the location.

5. MAIN DUTIES/RESPONSIBILITIES

- Provides direct patient care under supervision within defined protocols.
- Provides direct technical services under supervision and within defined protocols.
- Provides direct non-clinical support to patients.
- Contributes on the ongoing care and support of patients and others significant to them.
- Participates in the care of patient and family/carers in time of distress and/or loss.
- Prepares and maintains environments for clinical procedures.
- Obtains, transmits and stores information relating to the delivery of a care service.
- Contributes to the health, safety, protection and security of individuals and their environment.
- Contributes to effective team practices.
- Maintains and controls stock, equipment and materials under direction.

7. SYSTEMS AND EQUIPMENT

Participates in the use of:

- Parocontour CAD CAM workstation £50K each)
- Diabetic assessment kits
- Parotec Pressure monitoring systems £35K each

Uses

- Microsoft Word for producing labels and signs
- Microsoft Access for patient data collection
- Microsoft Outlook for e-mail and diary
- Cedar Purchasing system

- PAS system
- Bio engineering equipment in Lab under the supervision of the qualified staff including
- High Speed Grinding and Routing equipment
- Polisher finishers, Drills, Various cutters and saws
- Precision Ovens & Vacuum forming equipment

There is a requirement to be competent with a wide variety of hand instruments for cutting skiving shaping and stitching.

A high level of hand eye coordination/Manual dexterity is essential.

8.DECISIONS AND JUDGEMENTS

- The post holder undertakes a wide variety of routine tasks under protocols with appropriate on the job training and supervision.
- The postholder is expected to make simple judgements based on clear and unambiguous facts.
- The postholder will be rostered for particular activities during the day some of which the postholder can schedule themselves

9. COMMUNICATIONS AND RELATIONSHIPS

The post-holder is required to communicate basic clinical advice to patients, carers and healthcare professionals this includes routine technical advice derived from a protocol.

10. DEMANDS OF THE JOB

- The post-holder is required to spend some time at desks and workstations.
- Treating patients, or assisting with the treating of patients, conduction of tests & investigations.
- Assisting with the manual manipulating patients joints, this also includes adoptin positions whilst casts cure.
- Setting up for and clearing up after procedures and interventions this includes travelling to other sites and will involve carrying equi designed for lifting by one individual 30%.
- Standing using high speed rotating mechanical equipment or other to instruments30%
- Attending meetings, receiving training.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB
• Processing and preparing orthoses at workstations • Dealing with patients or relatives who may be anxious and aggressive. • Maintaining a high degree of concentration and accuracy while performing
12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB
• Three National 4's (or SCQF equivalent level) one of which must be in Maths or a Technical Subject • Effective written and verbal communication skills. • Ability to understand and follow Standard Operating Procedures and NHSGGC Policies and Protocols. • Willingness to undertake training and learn new skills • Evidence of numeracy and literacy skills required. • Excellent Hand to Eye coordination • Basic computer knowledge. • Accuracy in all aspects of assigned duties. • Ability to work as part of a team in a busy workshop area. • Possess good verbal communication skills and telephone manner.

Modern Apprenticeship Person Specification

Apprentice Orthotics Assistant, Band 2

The person specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description.

Job Title: Apprentice Orthotics Technical Assistant

Department: Orthotics

Criteria	Essential	Desirable
Qualifications & Training		
- National 4 (or equivalent SCQF Level) in Maths or a	Yes	
- 2 other National 4 (or equivalent) qualifications	Yes	
Knowledge, Skills & Abilities		
- Literacy and numeracy skills	Yes	
- Good keyboard and IT skills	Yes	
- Good communication and Interpersonal skills	Yes	
- Ability to understand and follow procedures and policies	Yes	
- Effective team worker	Yes	
- Ability to work accurately, paying attention to detail while working in a busy environment	Yes	
- Awareness of importance of confidentiality		Yes
- Evidence of manual dexterity	Yes	
Personal Qualities		
- Demonstrate a caring outlook	Yes	
- Reliability and punctuality	Yes	
- Commitment to training & development	Yes	
- Enthusiasm	Yes	
- Ability to use initiative	Yes	
- Potential to communicate well with colleagues and other service users within a healthcare environment	Yes	

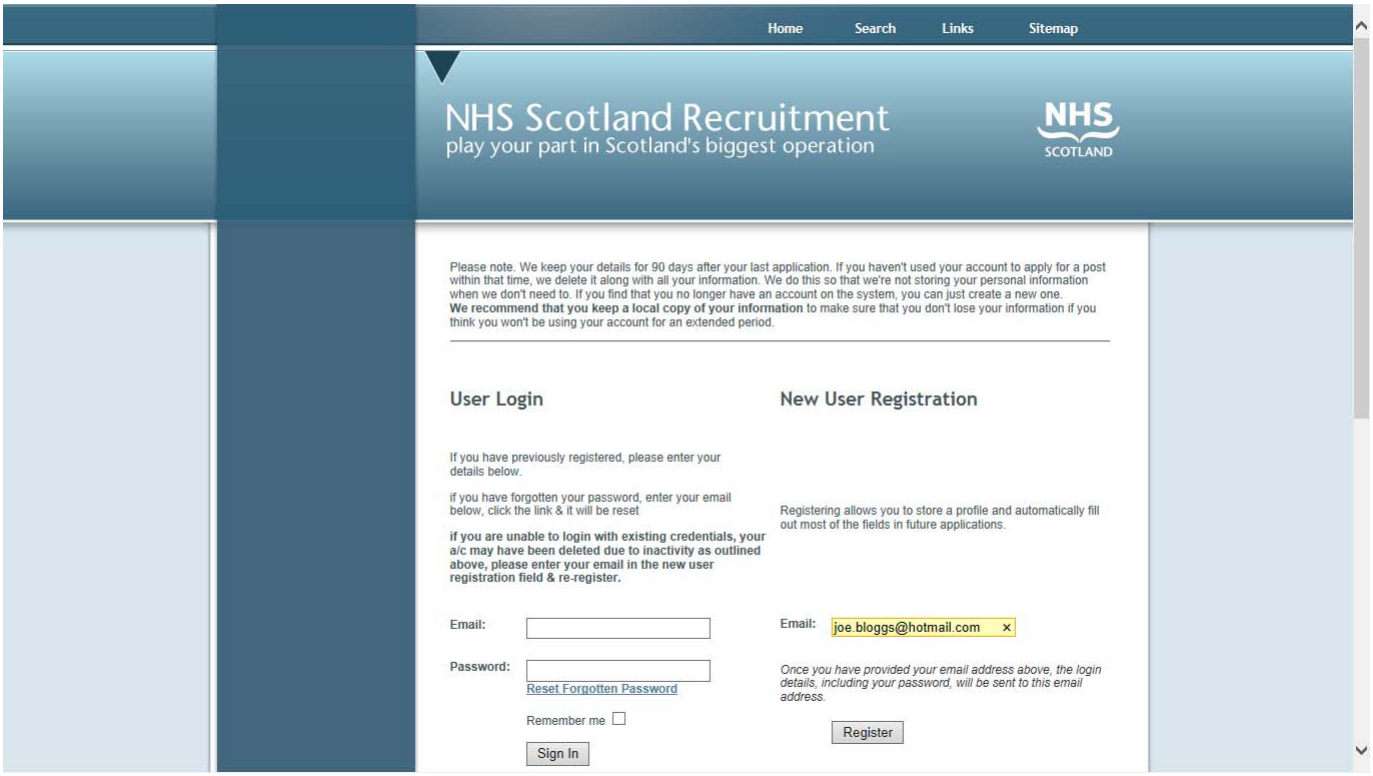
USING THE NHS ONLINE JOB APPLICATION SYSTEM – www.jobs.scot.nhs.uk

Once you have located the vacancy on the job site select the "How to apply: You can apply online, click here to start the process" option

Step 1 – Create your account

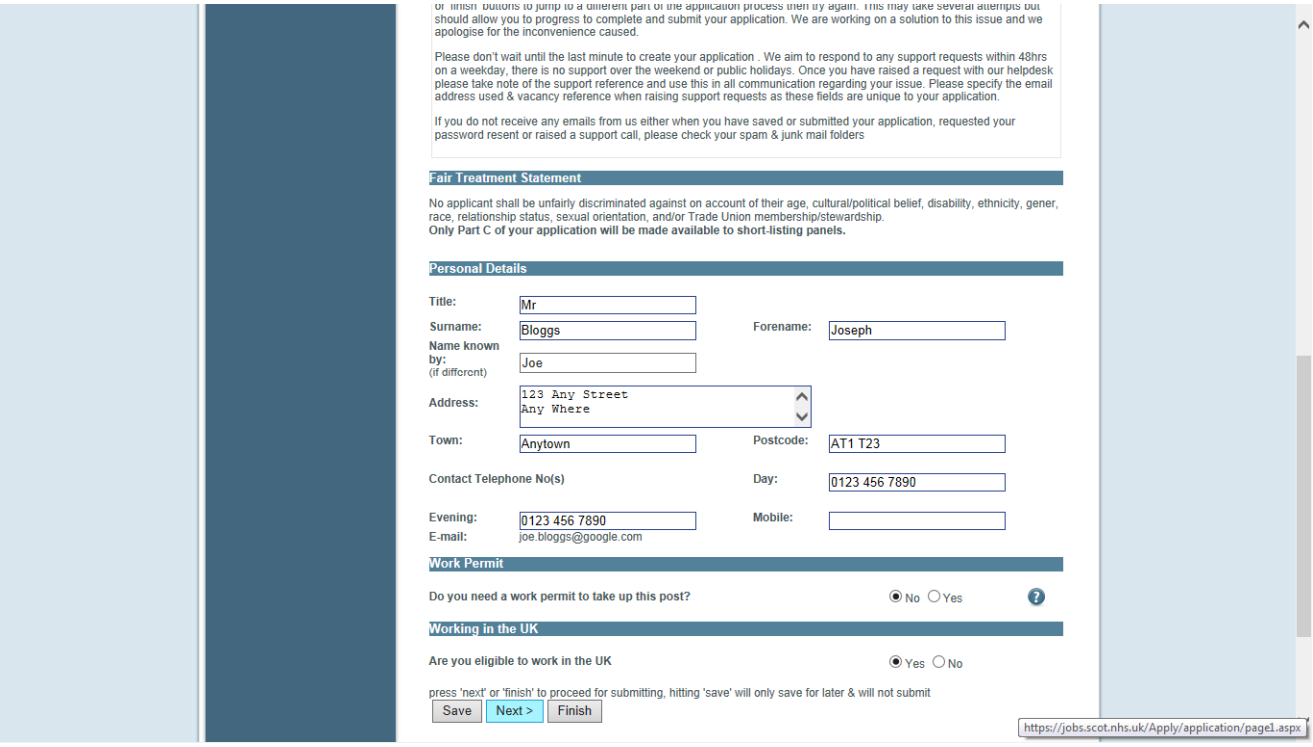
To create your user account type your email address into the email box under New User Registration. This will allow you to immediately proceed to completing an application form. You will also be issued a password by email which you can use when next accessing the system. Your user name will be your email address.

This email address will be your user name for future applications and the address that all emails from the NHS Scotland Webteam will be sent - including a notification of your password – so make sure its correct before pressing register.



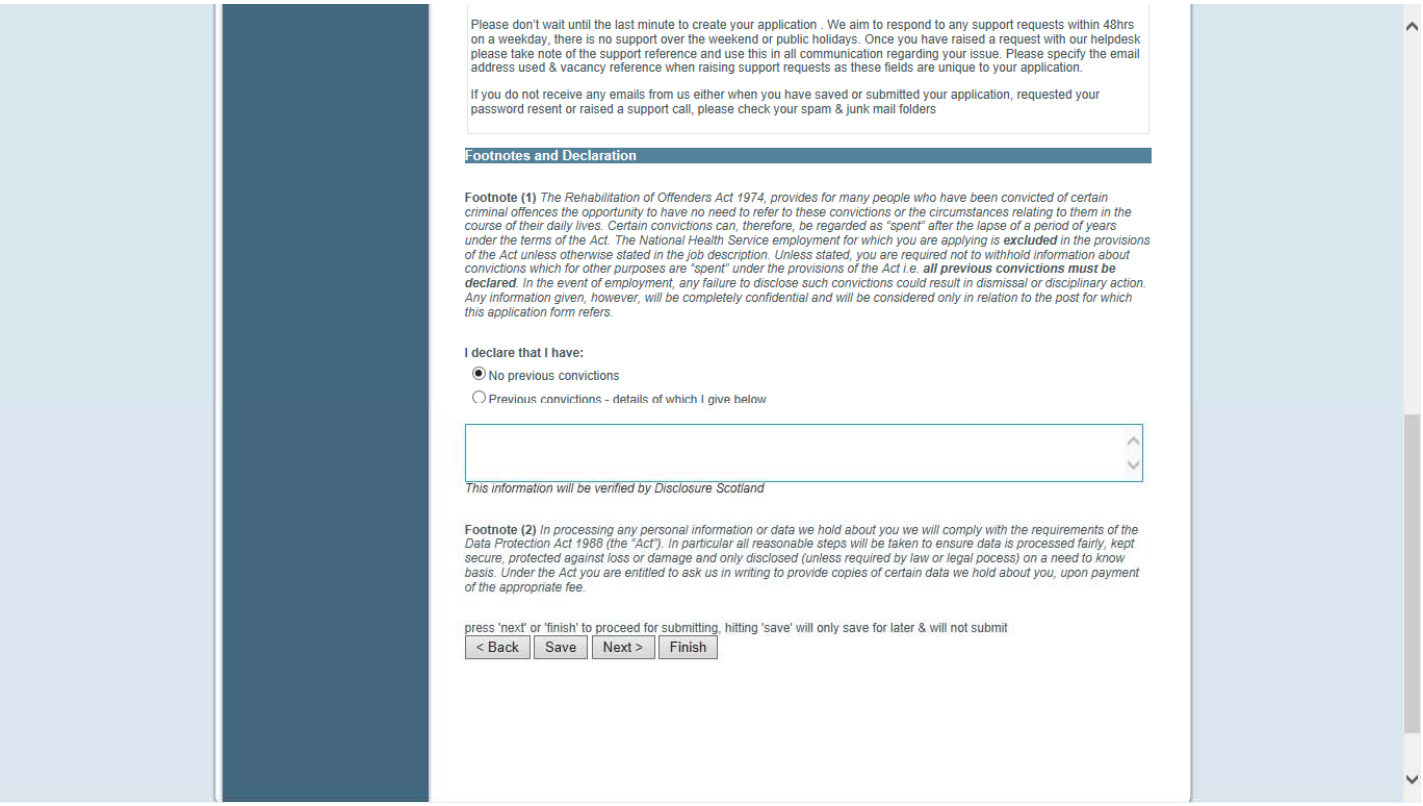
Step 2 – Personal Details

- Please read the instructions at the start of this section and complete as many sections as you can.
- Name known by if different is if you are called something other than your birth name – eg Catherine known as Cathy or Joseph known as Joe.
- All applicant born in the UK or European Union are eligible to work in the UK and do not require a work permit – if this applies to you answer No for work permit and Yes for eligible to work in the UK. Non UK or EU nationals should view appendix 1 at the end of this
  document.



Step 3 – Criminal Convictions Declaration

If the position you have applied for states that PVG Scheme Membership/Disclosure Scotland Clearance is required **you must declare any unspent convictions and spent <u>conviction that appears on either the "Offences that must always be Disclosed" or that appear on the "Offences to be disclosed subject to rules" lists</u>.** For futher information visit https://www.disclosurescotland.co.uk/news/UKSCFAQs.htm



Please don't wait until the last minute to create your application . We aim to respond to any support requests within 48hrs on a weekday, there is no support over the weekend or public holidays. Once you have raised a request with our helpdesk please take note of the support reference and use this in all communication regarding your issue. Please specify the email address used & vacancy reference when raising support requests as these fields are unique to your application.

If you do not receive any emails from us either when you have saved or submitted your application, requested your password resent or raised a support call, please check your spam & junk mail folders

Footnotes and Declaration

Footnote (1) *The Rehabilitation of Offenders Act 1974, provides for many people who have been convicted of certain criminal offences the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as "spent" after the lapse of a period of years under the terms of the Act. The National Health Service employment for which you are applying is* ***excluded*** *in the provisions of the Act unless otherwise stated in the job description. Unless stated, you are required not to withhold information about convictions which for other purposes are "spent" under the provisions of the Act i.e.* ***all previous convictions must be declared****. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given, however, will be completely confidential and will be considered only in relation to the post for which this application form refers.*

I declare that I have:

- (●) No previous convictions
- ( ) Previous convictions - details of which I give below

This information will be verified by Disclosure Scotland

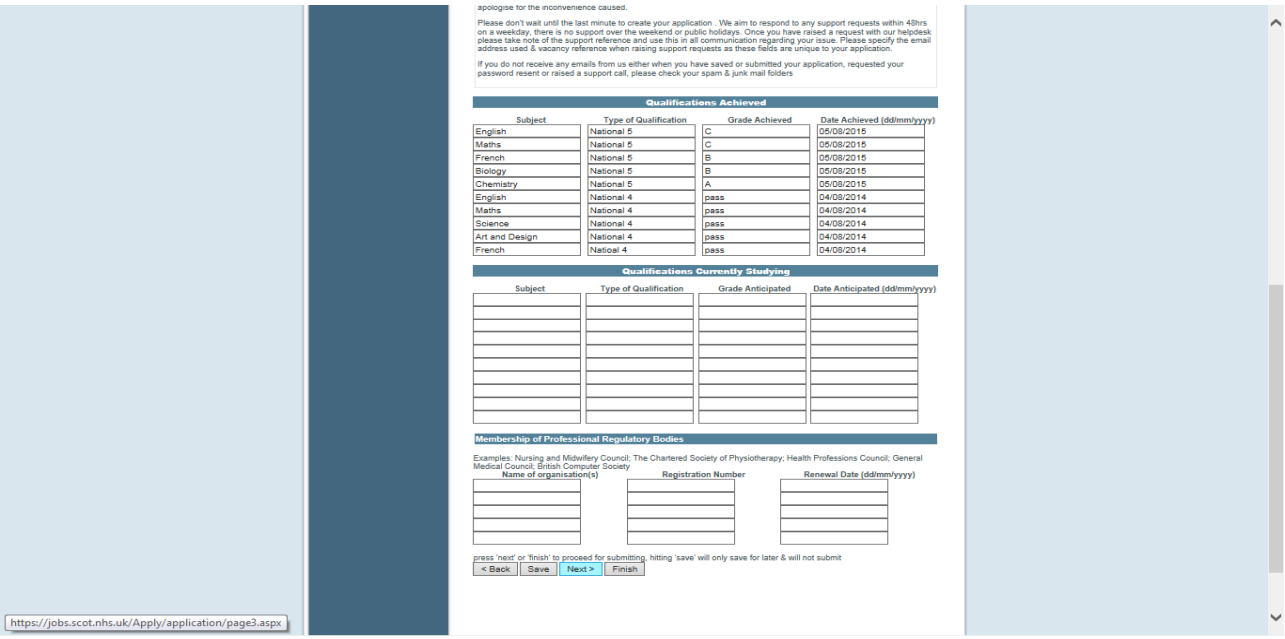
Footnote (2) *In processing any personal information or data we hold about you we will comply with the requirements of the Data Protection Act 1988 (the "Act"). In particular all reasonable steps will be taken to ensure data is processed fairly, kept secure, protected against loss or damage and only disclosed (unless required by law or legal pocess) on a need to know basis. Under the Act you are entitled to ask us in writing to provide copies of certain data we hold about you, upon payment of the appropriate fee.*

press 'next' or 'finish' to proceed for submitting, hitting 'save' will only save for later & will not submit

< Back | Save | Next > | Finish

Step 4 - Qualifications and Memberships (Part C) – School , College, University and other Education History.

- For each subject you list you must include the type of qualification, the grade achieved and must include a date. If you are unsure of the exact qualification date please estimate using the last day of the month your qualification was issued eg 31/08/2015.
- For qualifications you are currently studying and have not received a result estimate the result you expect to receive and the date you estimate the results will be issued.
- All dates should be entered in number format. On submission they will revert to text and number – eg 31/08/2015 will become 31 Aug 2015. This is not an error.



apologise for the inconvenience caused.

Please don't wait until the last minute to create your application . We aim to respond to any support requests within 48hrs on a weekday, there is no support over the weekend or public holidays. Once you have raised a request with our helpdesk please take note of the support reference and use this in all communication regarding your issue. Please specify the email address used & vacancy reference when raising support requests as these fields are unique to your application.

If you do not receive any emails from us either when you have saved or submitted your application, requested your password resent or raised a support call, please check your spam & junk mail folders

Qualifications Achieved

Subject	Type of Qualification	Grade Achieved	Date Achieved (dd/mm/yyyy)
English	National 5	C	05/08/2015
Maths	National 5	C	05/08/2015
French	National 5	B	05/08/2015
Biology	National 5	B	05/08/2015
Chemistry	National 5	A	05/08/2015
English	National 4	pass	04/08/2014
Maths	National 4	pass	04/08/2014
Science	National 4	pass	04/08/2014
Art and Design	National 4	pass	04/08/2014
French	Natioal 4	pass	04/08/2014

Qualifications Currently Studying

Subject	Type of Qualification	Grade Anticipated	Date Anticipated (dd/mm/yyyy)

Membership of Professional Regulatory Bodies

Examples: Nursing and Midwifery Council; The Chartered Society of Physiotherapy; Health Professions Council; General Medical Council; British Computer Society

Name of organisation(s)	Registration Number	Renewal Date (dd/mm/yyyy)

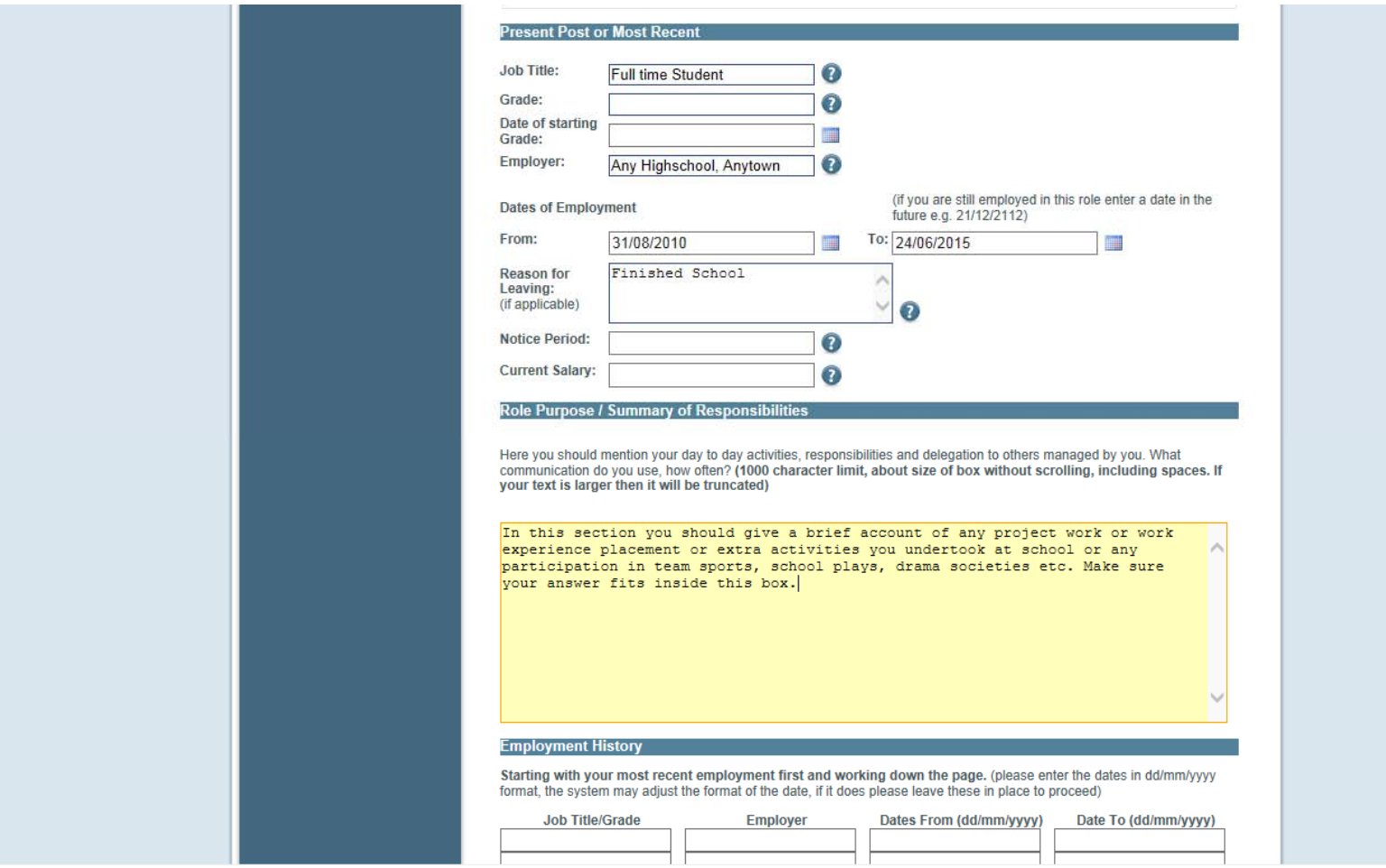
press 'next' or 'finish' to proceed for submitting, hitting 'save' will only save for later & will not submit

< Back | Save | Next > | Finish

https://jobs.scot.nhs.uk/Apply/application/page3.aspx

Step 5 - Employment History (Part C)

If you have recently left School or College and/or have no previous employment please list the details of your school/college – see example below - and ensure the detail you type in the Role Purpose/Summary of Responsibilities section fits inside the box **without** scrolling.



Present Post or Most Recent

Job Title: Full time Student

Grade:

Date of starting Grade:

Employer: Any Highschool, Anytown

Dates of Employment

(if you are still employed in this role enter a date in the future e.g. 21/12/2112)

From: 31/08/2010 To: 24/06/2015

Reason for Leaving: (if applicable) Finished School

Notice Period:

Current Salary:

Role Purpose / Summary of Responsibilities

Here you should mention your day to day activities, responsibilities and delegation to others managed by you. What communication do you use, how often? **(1000 character limit, about size of box without scrolling, including spaces. If your text is larger then it will be truncated)**

In this section you should give a brief account of any project work or work experience placement or extra activities you undertook at school or any participation in team sports, school plays, drama societies etc. Make sure your answer fits inside this box.

Employment History

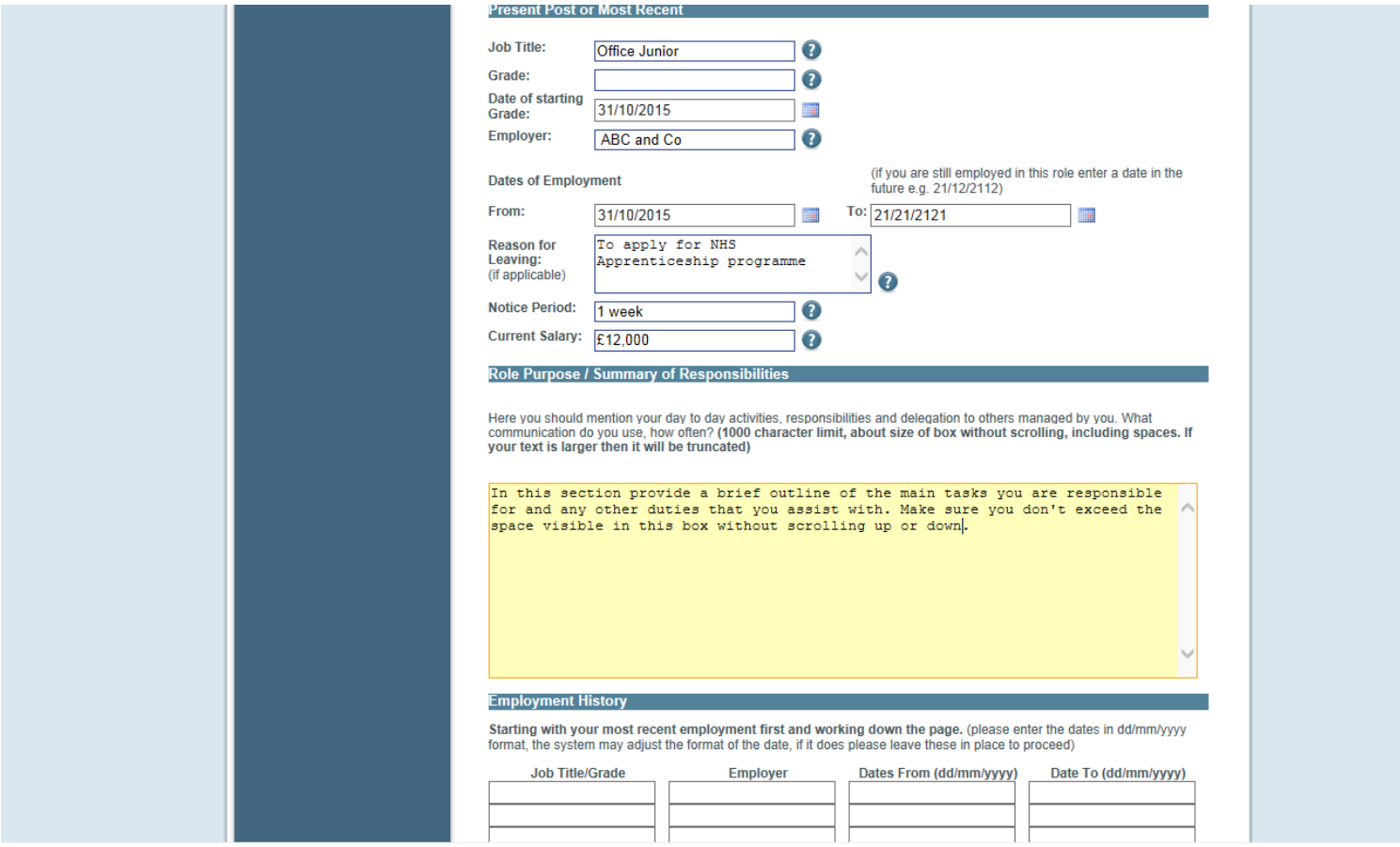
Starting with your most recent employment first and working down the page. (please enter the dates in dd/mm/yyyy format, the system may adjust the format of the date, if it does please leave these in place to proceed)

Job Title/Grade	Employer	Dates From (dd/mm/yyyy)	Date To (dd/mm/yyyy)

For those with a current or recent employment history – paid or voluntary - please see next section.

Step 5 - Employment History (Part C)

- If you are now employed or have recently been employed in either paid or voluntary employment provide those employment details here. If you are still working in the job the " to date" should be 21/21/2112. If this is a job you have now left and you are not currently employed on a paid or voluntary basis please ensure you include your last working day as day, month and year.
- Other jobs if any can be listed in the Previous Employment Section. If you can't be precise about dates please include an estimate date – day, month and year.
- Make sure that you do not repeat the detail on the Present or Most Recent post in the employment history. If space allows you can also include any school or college work experience or work placements and any voluntary work.



Present Post or Most Recent

Job Title: Office Junior

Grade:

Date of starting Grade: 31/10/2015

Employer: ABC and Co

Dates of Employment

(if you are still employed in this role enter a date in the future e.g. 21/12/2112)

From: 31/10/2015 To: 21/21/2121

Reason for Leaving: (if applicable) To apply for NHS Apprenticeship programme

Notice Period: 1 week

Current Salary: £12,000

Role Purpose / Summary of Responsibilities

Here you should mention your day to day activities, responsibilities and delegation to others managed by you. What communication do you use, how often? **(1000 character limit, about size of box without scrolling, including spaces. If your text is larger then it will be truncated)**

In this section provide a brief outline of the main tasks you are responsible for and any other duties that you assist with. Make sure you don't exceed the space visible in this box without scrolling up or down.

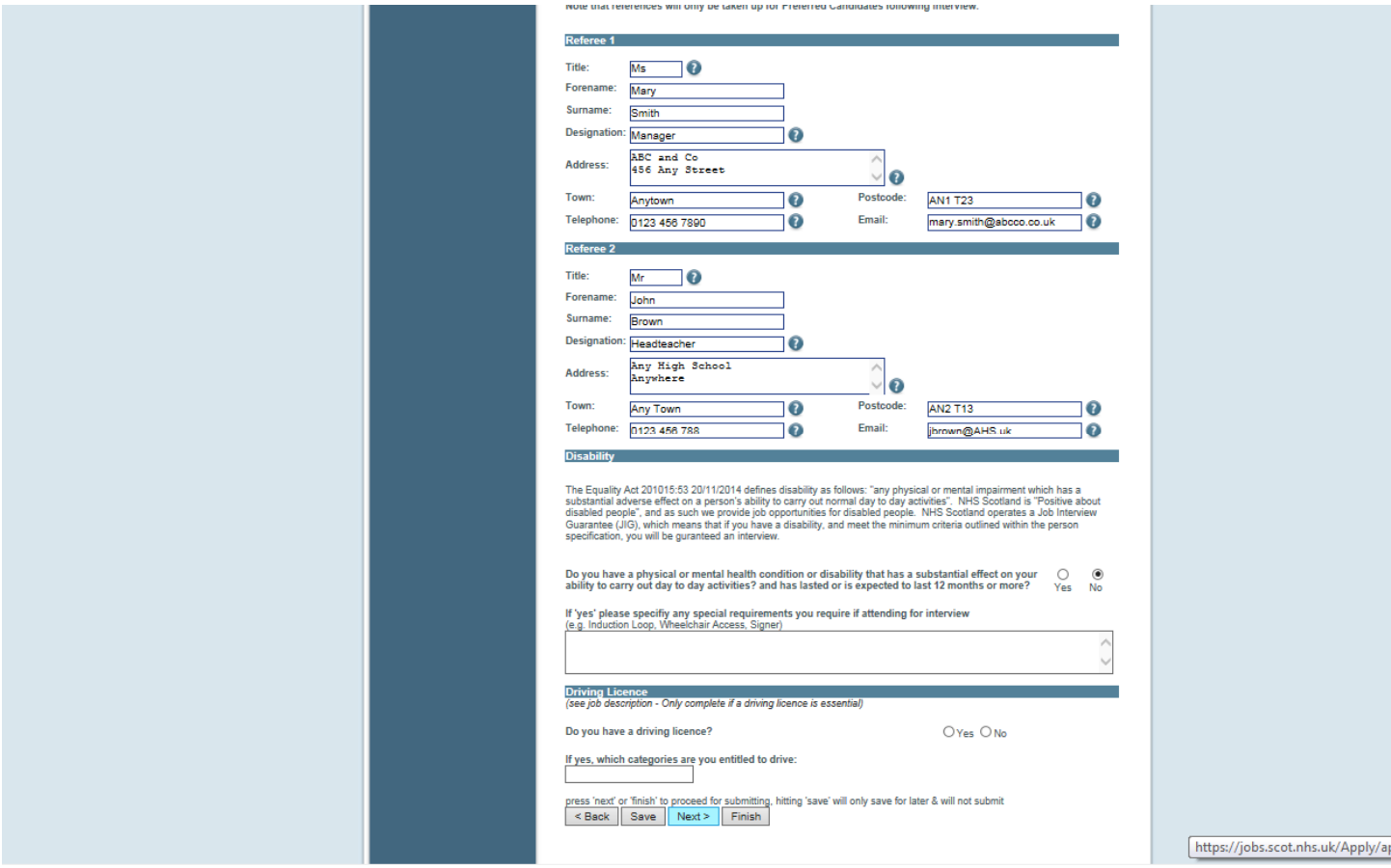
Employment History

Starting with your most recent employment first and working down the page. (please enter the dates in dd/mm/yyyy format, the system may adjust the format of the date, if it does please leave these in place to proceed)

Job Title/Grade	Employer	Dates From (dd/mm/yyyy)	Date To (dd/mm/yyyy)

Step 6 – Other information

- In this section please ensure that your application includes full referee details one of whom must be your current or most recent employer (paid or voluntary employment). If you have previous employment – paid or voluntary - you can provide a character references (not friends or family members) and a reference from your school and college.
- If you have a disability you are not required to disclose it however we do operate a guaranteed interview scheme for disabled applicants who meet the minimum selection criteria. If you have declared a disability and require special requirements for interview please let us know.
- Only include details if your driving licence if the post you are applying for has specified that a driving license is



Note that references will only be taken up for Preferred Candidates following interview.

Referee 1

Title: Ms
Forename: Mary
Surname: Smith
Designation: Manager
Address: ABC and Co
456 Any Street
Town: Anytown
Postcode: AN1 T23
Telephone: 0123 456 7890
Email: mary.smith@abcco.co.uk

Referee 2

Title: Mr
Forename: John
Surname: Brown
Designation: Headteacher
Address: Any High School
Anywhere
Town: Any Town
Postcode: AN2 T13
Telephone: 0123 456 788
Email: jbrown@AHS.uk

Disability

The Equality Act 201015:53 20/11/2014 defines disability as follows: "any physical or mental impairment which has a substantial adverse effect on a person's ability to carry out normal day to day activities". NHS Scotland is "Positive about disabled people", and as such we provide job opportunities for disabled people. NHS Scotland operates a Job Interview Guarantee (JIG), which means that if you have a disability, and meet the minimum criteria outlined within the person specification, you will be guranteed an interview.

Do you have a physical or mental health condition or disability that has a substantial effect on your ability to carry out day to day activities? and has lasted or is expected to last 12 months or more? ○ Yes ◉ No

If 'yes' please specifiy any special requirements you require if attending for interview
(e.g. Induction Loop, Wheelchair Access, Signer)

Driving Licence
(see job description - Only complete if a driving licence is essential)

Do you have a driving licence? ○ Yes ○ No

If yes, which categories are you entitled to drive:

press 'next' or 'finish' to proceed for submitting, hitting 'save' will only save for later & will not submit

< Back | Save | Next > | Finish

https://jobs.scot.nhs.uk/Apply/ap

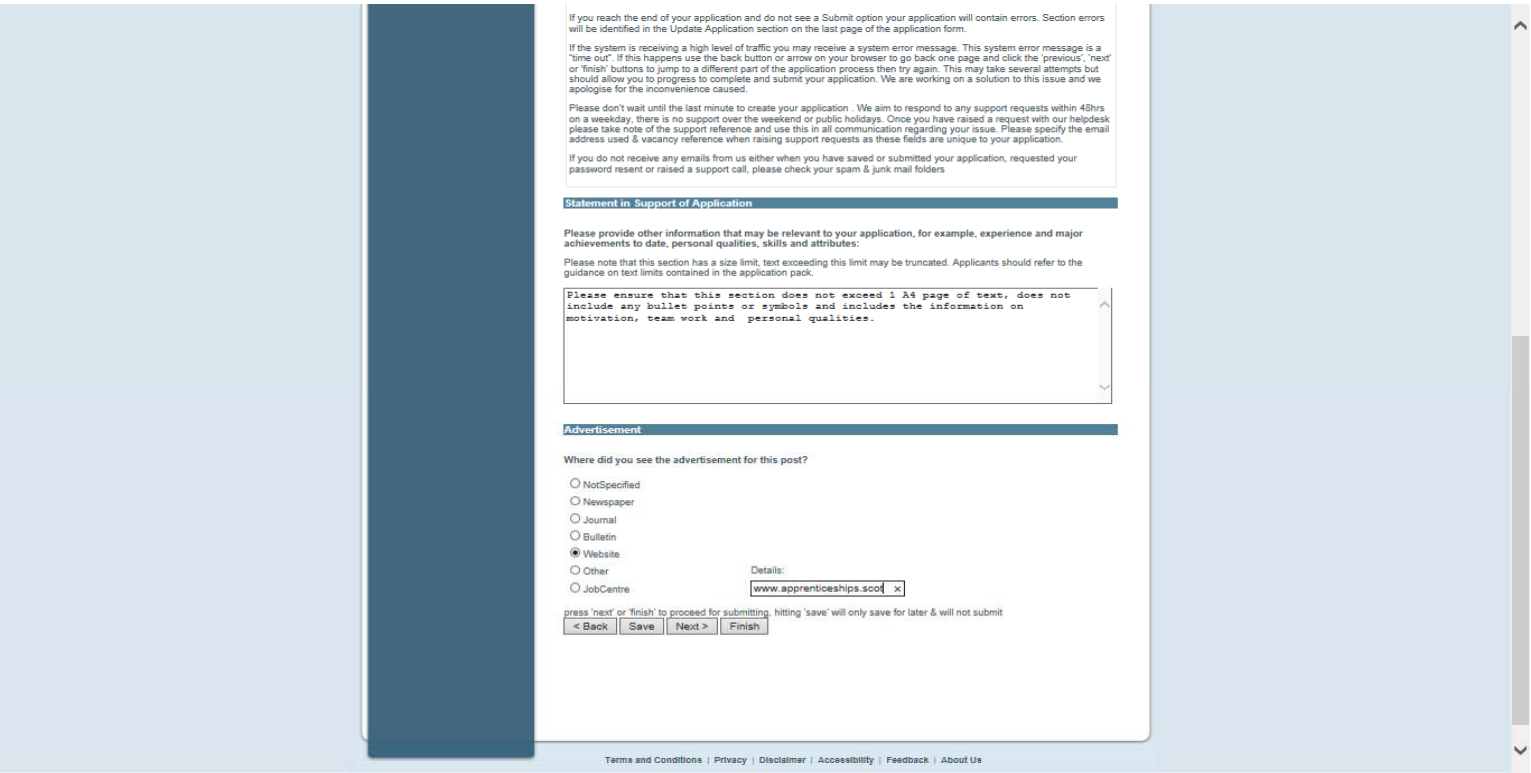
Step 7 – The Statement in Support of Application

Your supporting statement is your opportunity to tell us why, aside from meeting the minimum requirements for the Modern Apprenticeship Programme you want take part.

Make sure your statement isn't longer than 50 lines (aprox 1 A4 page including paragraph spaces) doesn't include any bullet points or symbols and includes all the detail requested in the information pack. You might find it helpful to draft your statement in MS Word or a similar programme to ensure that you have checked the length, spelling and grammar.

Once you have pasted it into the box if you are not certain of length check the number of lines including paragraph spaces before you submit.

Please do not exceed the 50 line limit as although you may be able to view on screen, your additional text may not be visible to the shortlising panel.



Step 8 – Equal Opportunities information

We are an equal opportunities employer but the only way we can ensure this is by recording certain information about the people who apply for or jobs. This data is confidential and is not part of the selection process, is not retained with your application and is used for monitoring purposes only. **If you do not wish to provide any data please select "prefer not to answer" but please note that as the funding for modern apprenticeships is linked to your Age you <u>must</u> provide your date of birth**.

specific end date for the course you are undertaking, please give the last day of the month you anticipate your course will end. If you are unable to confirm of the exact dates your previous employment started or ended before submitting your application, please use the first day of the month in which you commenced employment and the last day of the month your employment ceased. Please advise in your Supporting Statement which sections contain approximate dates. Please ensure you provide a start and end date for your previous employment and do not repeat your current employment in the Employment History Section and that each of your previous employment details are contained in the boxes.

If you reach the end of your application and do not see a Submit option your application will contain errors. Section errors will be identified in the Update Application section on the last page of the application form.

If the system is receiving a high level of traffic you may receive a system error message. This system error message is a "time out". If this happens use the back button or arrow on your browser to go back one page and click the 'previous', 'next' or 'finish' buttons to jump to a different part of the application process then try again. This may take several attempts but should allow you to progress to complete and submit your application. We are working on a solution to this issue and we apologise for the inconvenience caused.

Please don't wait until the last minute to create your application . We aim to respond to any support requests within 48hrs on a weekday, there is no support over the weekend or public holidays. Once you have raised a request with our helpdesk please take note of the support reference and use this in all communication regarding your issue. Please specify the email address used & vacancy reference when raising support requests as these fields are unique to your application.

If you do not receive any emails from us either when you have saved or submitted your application, requested your password resent or raised a support call, please check your spam & junk mail folders

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. 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 (Part D), is confidiential and is not used in the selection process. It will be seperated from the rest of the form when we receive it.**

You are:

(•) Female ( ) Male ( ) Transgender ( ) Prefer not to answer

Do you consider yourself, or have you ever considered yourself transgender? This could include considering or intending to undergo gender reassignment surgery or not identifying with your assigned birth gender.

(•) No ( ) Yes ( ) Prefer not to answer

What is your date of birth? (dd/mm/yyyy) 21/12/2001

Do you have a physical or mental health condition or disability that has a substantial effect on your ability to carry out day to day activities? and has lasted or is expected to last 12 months or more?

( ) No (•) Yes

If Yes, please describe the nature of the disability and any special arrangements from interview/work location:

Dyslexia

press 'next' or 'finish' to proceed for submitting, hitting 'save' will only save for later & will not submit

< Back | Save | Next > | Finish

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If you do not wish to provide any data please select "prefer not to answer" but please note that as the funding for modern apprenticeships is linked to your Age you <u>must</u> provide your date of birth.

apologise for the inconvenience caused.

Please don't wait until the last minute to create your application . We aim to respond to any support requests within 48hrs on a weekday, there is no support over the weekend or public holidays. Once you have raised a request with our helpdesk please take note of the support reference and use this in all communication regarding your issue. Please specify the email address used & vacancy reference when raising support requests as these fields are unique to your application.

If you do not receive any emails from us either when you have saved or submitted your application, requested your password resent or raised a support call, please check your spam & junk mail folders

What is your ethnic group?

- White : Scottish
- White : Irish
- White : Other British
- White : Any other White background
- Mixed : Any Mixed background
- Asian, Asian Scottish, Asian British : Pakistani
- Asian, Asian Scottish, Asian British : Indian
- Asian, Asian Scottish, Asian British : Chinese
- Asian, Asian Scottish, Asian British : Bangladeshi
- Asian, Asian Scottish, Asian British : Any other Asian Background
- Black, Black Scottish, Black British : Caribbean
- Black, Black Scottish, Black British : African
- Black, Black Scottish, Black British : Any other Black background
- Other ethnic background: Any other Background
- Prefer not to answer

To which religion, religious denomination or body do you actively belong?

None | Buddhism | Christianity, Other | Church of Scotland
Hinduism | Islam | Judaism | Other faith/belief
Roman Catholic | Sikhism | Prefer not to answer

Which of the following best describes your sexual orientation?

Bisexual | Gay man | Heterosexual (Straight) | Lesbian / Gay woman
Other | Prefer not to answer

press 'next' or 'finish' to proceed for submitting, hitting 'save' will only save for later & will not submit

< Back | Save | Next > | Finish

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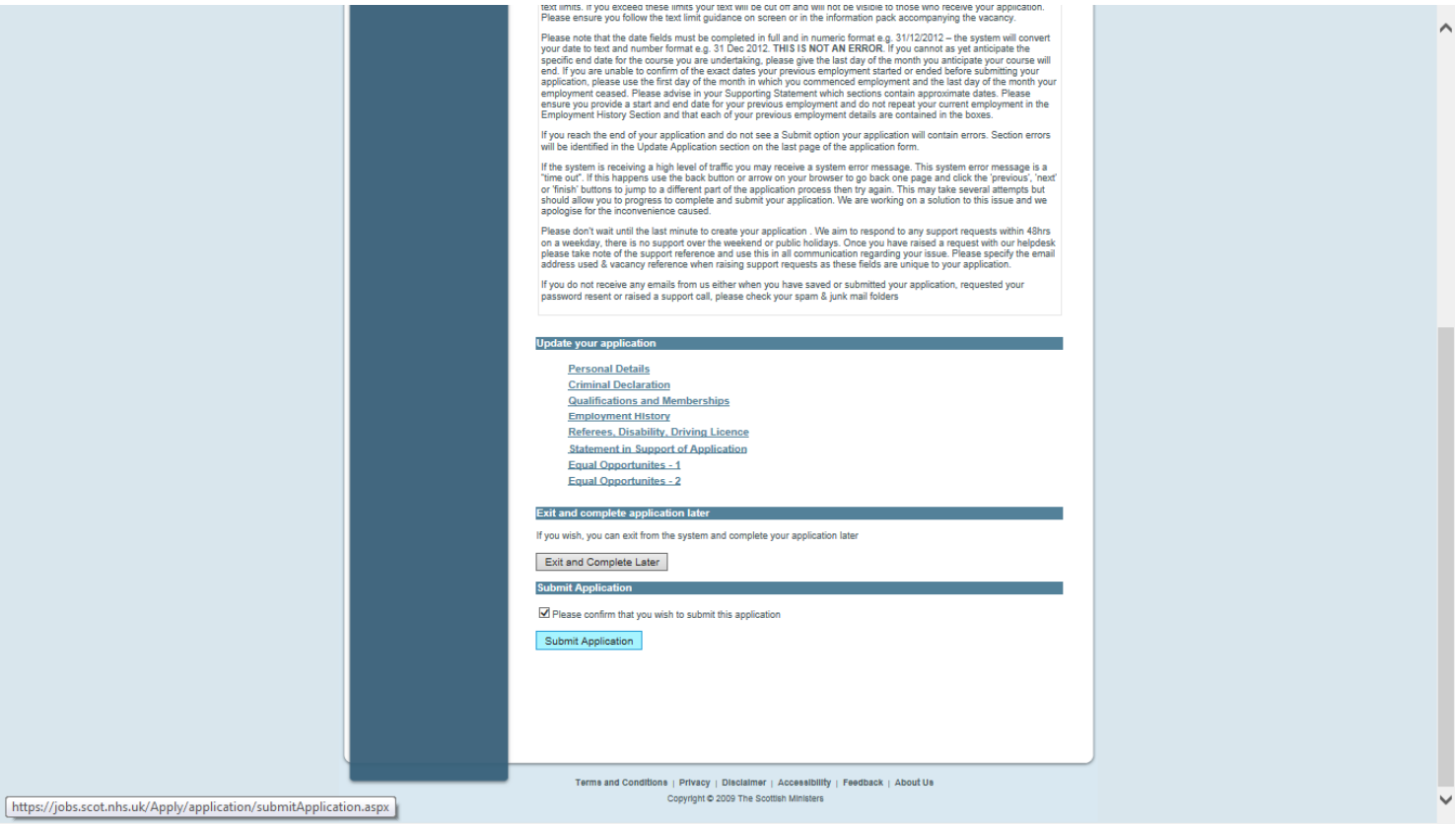
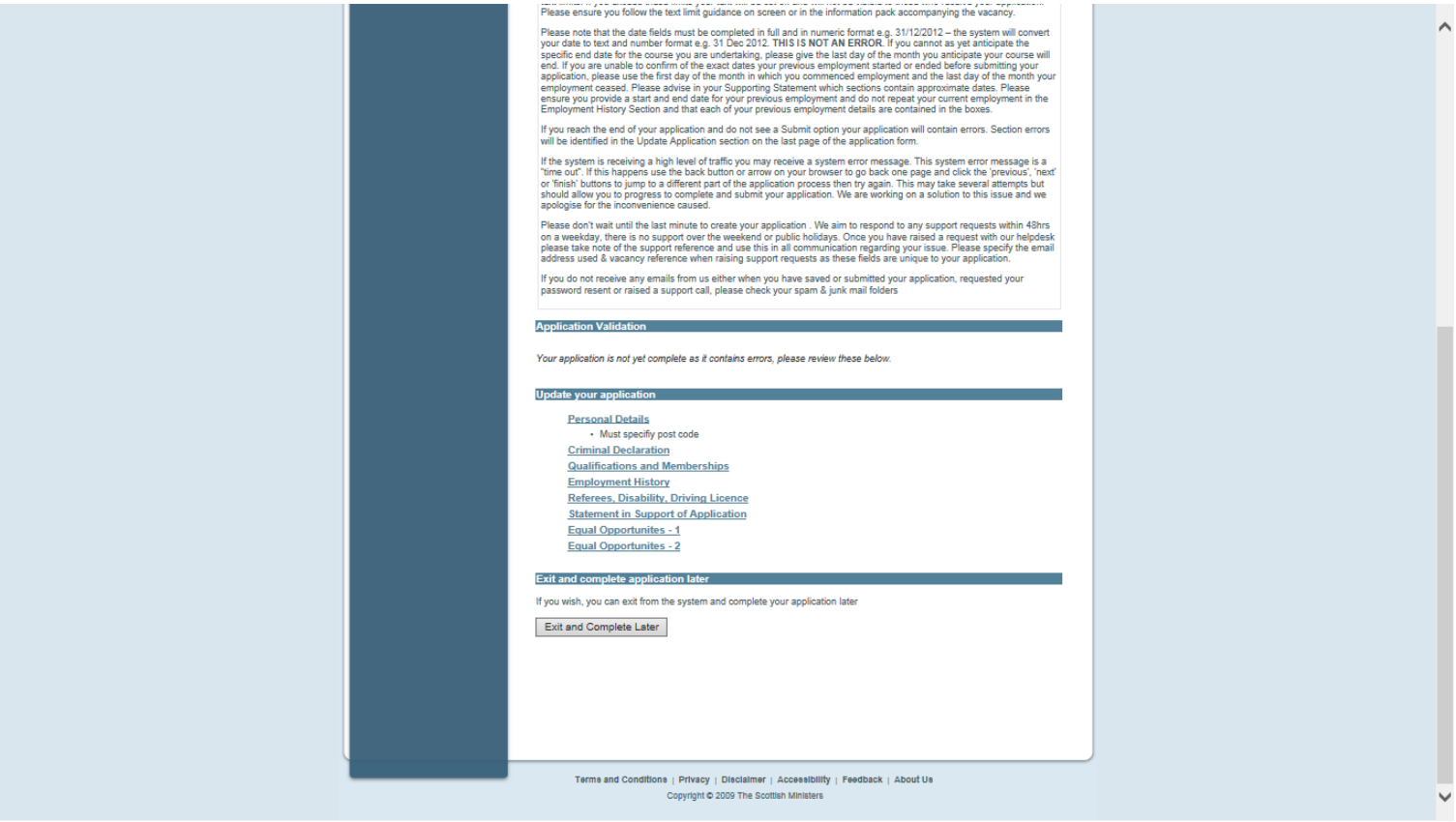
Step 9. Submitting your application. If you have fully completed all the required sections you will see the option below to submit. **If you do not see the submit option please see next page.**



If you have not fully completed your application under the "Update your Application" section you will see what error is preventing your application submission. Once all sections are properly completed you will see the submit application option.



Please ensure you follow the text limit guidance on screen or in the information pack accompanying the vacancy.

Please note that the date fields must be completed in full and in numeric format e.g. 31/12/2012 – the system will convert your date to text and number format e.g. 31 Dec 2012. **THIS IS NOT AN ERROR**. If you cannot as yet anticipate the specific end date for the course you are undertaking, please give the last day of the month you anticipate your course will end. If you are unable to confirm of the exact dates your previous employment started or ended before submitting your application, please use the first day of the month in which you commenced employment and the last day of the month your employment ceased. Please advise in your Supporting Statement which sections contain approximate dates. Please ensure you provide a start and end date for your previous employment and do not repeat your current employment in the Employment History Section and that each of your previous employment details are contained in the boxes.

If you reach the end of your application and do not see a Submit option your application will contain errors. Section errors will be identified in the Update Application section on the last page of the application form.

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If you do not receive any emails from us either when you have saved or submitted your application, requested your password resent or raised a support call, please check your spam & junk mail folders

Application Validation

Your application is not yet complete as it contains errors, please review these below.

Update your application

- Personal Details
  - Must specifiy post code
- Criminal Declaration
- Qualifications and Memberships
- Employment History
- Referees, Disability, Driving Licence
- Statement in Support of Application
- Equal Opportunites - 1
- Equal Opportunites - 2

Exit and complete application later

If you wish, you can exit from the system and complete your application later

Exit and Complete Later

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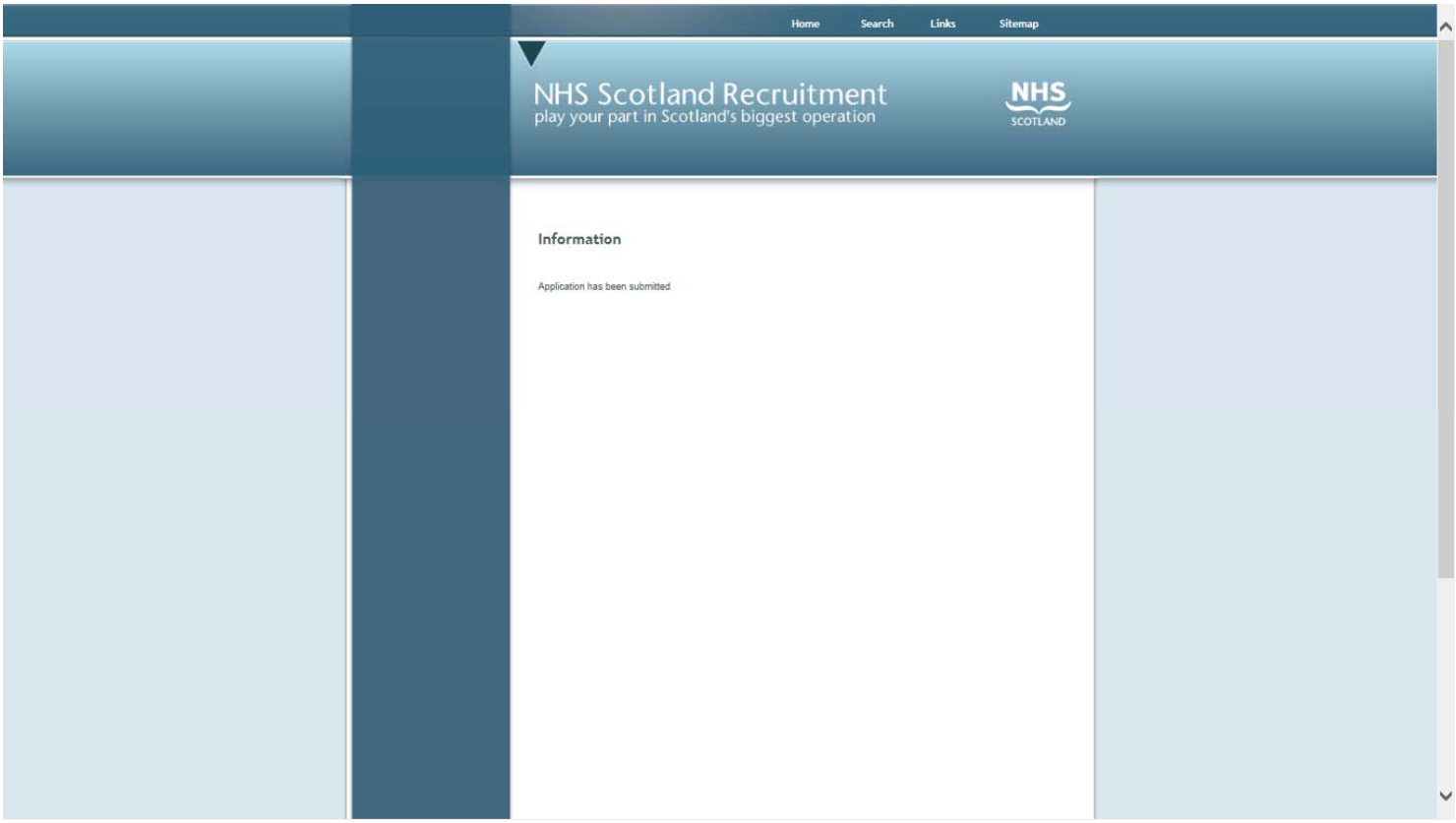
Step 9 – Confirmation that your application has been successfully submitted

You will see an onscreen message confirming successful submission and receive an email to the email address you created your account confirming submission. Please ensure you check

your email inbox including junk mail folders for this email and make sure you keep this email as confirmation of submission. You will receive an additional confirmation from NHS Greater Glasgow and Clyde when we receive your application from the NHS Scotland Jobs Website.



Appendix 1

Right to work in the UK

Any **one** of the documents listed below will provide the necessary evidence of the right to work in the UK.

<u>If selected for interview and appointment</u> you will be asked to produce evidence of our right to work the UK.

The document provided must be the ***original.***

- A passport showing that the holder is a British citizen, or has the right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the United Kingdom to a national from the European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work the employer is offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment

OR

Two of the documents in the combinations listed below will provide evidence of the right to work in the UK. The documents provided must be the ***originals.***

First Combination

- A document giving a person's permanent National Insurance number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency

AND one of the following documents

- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents **or**
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland **or**
- A certificate of registration or naturalisation stating that the holder is a British citizen **or**

- A letter issued by the Home Office which indicates that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay **or**
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom or has no time limit on their stay **or**
- A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering **or**
- An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom; and this allows them to do the type of work that the employer is offering.

Second combination

- A work permit or other approval to take employment that has been issued by Work Permits UK

AND one of the following documents

- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question **or**
- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.