



MODERN APPRENTICESHIP

PHARMACY TECHNICIAN *PHARMACY PRESCRIBING AND SUPPORT*

Closing date: Noon 17th March 2017



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THE MODERN APPRENTICESHIP PROGRAMME

The current vacancy for the Pharmacy Technician – Pharmacy Prescribing and Support is only open to those applicants aged 16 to 24 years (or 16 to 29 years for Disabled Applicants) in line with NHS Greater Glasgow and Clyde Youth Employment Plan and in support of our Workforce Demographics and projections.

In order to apply you must already have a minimum of

- **A National 5 at Grade A to C in Chemistry and three National 4 Qualifications in Maths, English and a Science subject (in addition to chemistry) or equivalent SCQF Level.**

This apprenticeship is completed over two years. During this time you will work towards the [Pharmacy Services Apprenticeship Framework](#) covering the following areas:

- NC in Pharmacy Services
- SVQ 3 in Pharmacy Services

If you already hold these qualifications please you should consider apply for other NHS GGC Vacancies – [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 the Supporting Statement within your application form.
- Please ensure that you read the guidance carefully on completing the application form and your supporting statement BEFORE you submit your application.
- 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 then please contact Recruitment Services on 084 3000 831*

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 time¹.

How long will it last?

This is Fixed Term two year contract and on successful completion of all elements of the NHS Greater Glasgow and Clyde Modern Apprenticeship Programme you will move into permanent employment. 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 competence in the job role

Will I be working to a Job Description?

Yes. You will work to the Pharmacy Technician 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 Pharmacy Technician 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.

What will I be doing?

As a key member of the Prescribing Team you will have an important role in promoting and implementing cost effective and evidence based prescribing within the Central Prescribing Team, specific GP practices and Care Homes across NHS GGC. The scope of this peripatetic post is NHSGGC Board wide.

A comprehensive list of all duties and responsibilities is given in the full job description.

Where will I be working?

Although predominately based within Health and Social Care Partnerships this post is a rotational post that allows for training and learning in different areas of Pharmacy including Mental Health and Hospital based services.

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

¹ <http://www.skillsdevelopmentscotland.co.uk/our-services/services-for-individuals.aspx>

- Interest free loan to purchase Zonocard'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.

Who else works in within the team?

You will work directly with established teams of Higher Level Technician and locality Pharmacists

What type of person are you hoping to recruit?

As well as meeting the academic criteria you must also demonstrate in your application that you possess good written and verbal communication skills, the ability to develop computer skills specifically word processing, database operation, presentations and are accurate and pay attention to detail

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

You will need strong inter-personal and organisational skills, the ability to develop Good negotiating and demonstrate self motivation and self reliance

You should be keen to help out and be flexible in your approach to insure the best outcome is achieved for our patients. You must be able to handle situations where there are time pressures and quick responses required.

THE MODERN APPRENTICESHIP PROGRAMME

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 SVQ qualifications and a National Certificate in Pharmacy Services. 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.

Engagement with the workplace SVQ process, college attendance where required and satisfactory course progression is mandatory.

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. NHS Scotland is a Living Wage employer and this Modern Apprenticeship will pay you a minimum £16,086 per annum

THE MODERN APPRENTICESHIP FRAMEWORK

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

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

More than 70 different Modern Apprenticeship Frameworks have been developed in Scotland².

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 Units attached to 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:

- [Level 3 MA in Pharmacy Services](#)

On successful completion of all aspects of training this individual will be eligible to become part of the professional body - General Pharmaceutical Council (GPhC) and practice as a pharmacy technician (Reg. Pharm. Tec). This will then provide an opportunity to review patient's medication regimes and improve their compliance/outcomes of these medicinal interventions.

What happens at the end of the Modern Apprenticeship?

On successful completion of **all** elements of the NHS Greater Glasgow and Clyde Modern Apprenticeship Programme we will support your transition into permanent employment within the organisation.

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

Selection Timetable

Please note this time table is indicative and may change. Any variation in dates will be notified to candidates.

Recruitment Stage	Date
Closing date for application submission	12 Noon Friday 17 th March
Applications Assessed and selected candidates identified for interview	Process completed by 7 th April
Interviews	Interviews will be scheduled to take place during week commencing 24 th April
Anticipated start date for Successful candidates to commence employment	Early July 2017

THE MODERN APPRENTICESHIP SELECTION PROCESS

I've never worked in this area 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.

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 page 28 and that before submitting ensure you have provided responses to the questions you have been asked to address in your supporting statement.

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.

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 17th March 2017** at the latest.

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 National 5's at Grade A to C in Chemistry and three National 4 Qualifications in Maths, English and a Science subject (not chemistry) or equivalent SCQF Level). Applications that meet the minimum criteria are then passed to a shortlisting panel.

THE MODERN APPRENTICESHIP SELECTION PROCESS

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. 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.

Candidates who are shortlisted may be invited to attend for skills assessment.

Please note that the testing is appropriate to education to a National 5 level.

In the event that assessment is required, candidates who pass the assessment to a satisfactory level will be invited to attend for interview.

When will interviews be held?

We anticipate that the interviews will take place week commencing 24th April 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 are aged between 16 and 29 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.**

- 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 Pharmacy Team. *eg Tell us about your interest in chemistry or pharmacy or working in a scientific discipline and why you think this is the career path for you.*
- On page 4 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 subject based tasks, any pass times, hobbies or interests that require good hand eye co ordination or problem solving skills, any clubs or after school/college groups/other interests that demonstrate the skills and personal qualities we are seeking.*
- 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.

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 17th March 2017.**

Late applications cannot be considered.

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 4 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 and complete the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers in the first few months of starting in post.

THE MODERN APPRENTICESHIP TERMS AND CONDITIONS

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.

Smoke 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 Zonocard'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

MODERN APPRENTICESHIP - PHARMACY TECHNICIAN

Summary Information

Full Job Description on Page 16

Where will the apprentice be working?

Although predominately based within Health and Social Care Partnerships this post is a rotational post that allows for training and learning in different areas of Pharmacy including Mental Health and Hospital based services.

What are the working hours and shift pattern?

During the programme you are expected work core hours of the site you are working on. This means working five days over seven, Monday to Sunday.

What does the Pharmacy Prescribing and Support team do?

In line with national guidance and local priorities, the aims of the PPSU are to provide leadership to:

- Ensure that patients derive maximum benefit and minimum harm from their medicines
- Provide a single system approach to pharmacy and prescribing policy issues, including integration of systems within pharmacy and prescribing support functions
- Support clinicians in their provision of high quality, effective and efficient patient centred pharmaceutical care for patients at whatever their point of need in their healthcare journey
- Provide prescribers and managers with high quality, timeous information, analysis and advice to assist them to deliver effective prescribing management
- Ensure that medicines are procured, securely stored, dispensed, prescribed and administered safely and cost effectively
-

What are the common duties of this role?

As a key member of the Prescribing Team you will have an important role in promoting and implementing cost effective and evidence based prescribing within the Central Prescribing Team, specific GP practices and Care Homes across NHS GGC. The scope of this peripatetic post is NHSGGC Board wide.

A comprehensive list of all duties and responsibilities is given in the full job description.

Who else works in within the team?

You will work directly with established teams of Higher Level Technician and locality Pharmacists

What are the most important skills required for this post?

You must also demonstrate in your application that you possess good written and verbal communication skills, the ability to develop computer skills specifically word processing, database operation, presentations and are accurate and pay attention to detail

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

You will need strong inter-personal and organisational skills, the ability to develop Good negotiating and demonstrate self motivation and self reliance

You should be keen to help out and be flexible in your approach to insure the best outcome is achieved for our patients. You must be able to handle situations where there are time pressures and quick responses required.

What is the most challenging part of this role?

Staff are given a varied workload so you will need to be able to prioritise effectively and efficiently under pressure, particularly when service demand is high.

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

The pharmacy technical profession is developing across NHS Scotland, within NHSGGC we have invested heavily in the recruitment and development of this key resource. We have a Pharmacy Technical career framework.

Job Description

You will work to the standard Pharmacy Technician Job Description with the expectation that you will be supported and trained to carry out all the duties and responsibilities outlined. You would not be expected to perform at Pharmacy Technician level on appointment.

1. 1. JOB IDENTIFICATION

This post is part of the NHS GGC Modern Apprenticeship Programme. Postholders will undertake a formal programme of education and development to support the development of the knowledge and skills required for the post.

Job Title: Trainee Prescribing Support Pharmacy Technician - Modern Apprentice

Responsible to: Lead for Prescribing and Clinical Pharmacy

Department: Prescribing Support

Directorate: HSCP / Pharmacy and Prescribing Support Unit (PPSU)

2. JOB PURPOSE

The role of the Trainee Prescribing Support Pharmacy Technician is to develop pharmaceutical technical skills for the implementation and evaluation of safe, clinically effective and cost effective prescribing support in primary care.

The post is a rotational post that allows for training and learning in different areas of Pharmacy including Mental Health, Preparative and Hospital based services. Under the direction and supervision of a senior technician or pharmacist the main purpose of this role is to undertake the provision of agreed levels of pharmaceutical technical services.

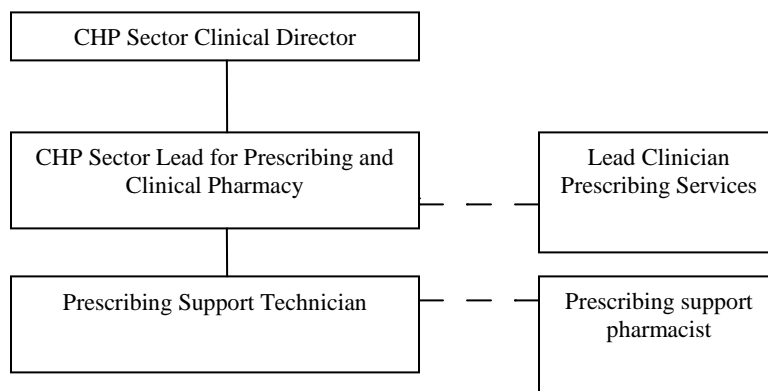
This is a 2 year training position where the post holder will be working towards the achievement a competency based vocational qualification (SVQ Pharmacy Services Level 3) along with an accredited underpinning knowledge programme (NC Pharmacy Services) in order to apply to the pharmacy professions regulatory body General

Pharmaceutical Council (GPhC). Only once all elements of this training programme have been successfully completed and successful registration with the GPhC is obtained, will the trainee pharmacy technician be able to then practice as a qualified pharmacy technician (Reg. Pharm. Tec)

ROLE OF DEPARTMENT

The function of the Prescribing Team is to promote the delivery of safe, clinically effective and cost effective prescribing. To facilitate integrated patient focused care in accordance with local and national policies and strategies. The focus is on active participation in, and contribution to, multidisciplinary and multi-professional teams.

3. ORGANISATIONAL POSITION:



4. SCOPE AND RANGE

The post holder is responsible for supporting the co-ordination and delivery of a range of prescribing support services at General Practice level, under the direction of the Prescribing Support Pharmacist.

The role involves partnership working with GPs, administration staff, GP practice staff, care home staff and community pharmacists.

5. MAIN DUTIES/RESPONSIBILITIES

Prescribing Support Activities in General Practice

1. General

1.1 To facilitate the review of practice repeat prescribing systems at individual practice level and to monitor standards with the GP practice team.

1.2 To ensure that care homes have robust systems in place for ordering medication, stock control, liaising with GP practices and community pharmacy.

1.3 To support the development and implementation of specific protocols around medicines management in the care homes e.g. sip feeds, wound management

1.4 To adhere to Standard Operating Procedures relating to medicines management, in conjunction with the central prescribing team and the practice pharmacists e.g. therapeutic switches and provide feedback on the process.

1.5 To undertake drug information searches on an ad-hoc basis and to present information obtained in a clear and concise manner.

1.6 To provide prescribing support in line with the broad needs of the medicines management service.

1.7 To collect and collate patient-related prescribing and clinical data from practice computers and/or patients' notes

1.8 To carry out any other duties as appropriate, commensurate with the grade.

2. Medication Review

2.1 Identify, where appropriate, suitable therapeutic alternatives. This often involves switches to equivalent liquid formulations for patients with swallowing difficulties/PEG tubes. Any clinical alternatives should be under the supervision of the Prescribing Support Pharmacist.

2.2 To provide the Prescribing Support Pharmacists, Lead Clinical Pharmacists and practices with evaluation of the effectiveness and impacts on cost of improving repeat prescribing systems.

2.3 Provide support to the Prescribing Support Pharmacists running medication review e.g. follow up to ensure desired outcomes achieved

3. Clinical Audit

3.1 Identification of potential areas for audit and design of audit standards in line with current prescribing targets, national and local guidelines and clinical trials results

3.2 Collect, analyse and interpret patient and clinical data from practice computers to facilitate audits.

3.3 Assist in the implementation; evaluation and monitoring of NHS Glasgow prescribing support initiatives e.g. prescribing indicator activity

4. Educational Outreach

4.1 To support senior prescribing support pharmacists in the process of educational outreach e.g. collecting data on current practice.

5. Clinical Governance

5.1 Develop and maintain an up to date and appropriate level of knowledge in relevant therapeutic areas and of relevant departmental and NHS GG&C prescribing policies

5.2 Contribute to the development and maintenance of the level of achievement in relation to specific departmental aims and objectives e.g. standardised documentation, electronic databases.

5.3 Commitment to continuing professional development within the post and compliance with the new code of ethics for pharmacy technicians required by the General Pharmaceutical Council

5.4 When appropriate, directly respond to queries and complaints from patients, GPs and other service users in a sensitive and tactful manner to address any concerns/comments following input and negotiate a satisfactory and appropriate outcome.

6. Education, training and research

6.1 Provide education and training to care home staff on effective repeat prescribing.

6.2 Provide education and training to GP practice staff as required within specific initiatives e.g. administration and management of repeat prescriptions in accordance with protocols agreed by the Prescribing Support Pharmacist.

7. Communication

7.1 Establish and maintain effective communication pathways between care homes, community pharmacists, prescribing support pharmacists, General Practices and the broader medicines management team.

7.2 Communicate drug information in an understandable format (verbal & written) to patients, carers and family e.g. therapeutic switch.

7.3 Communicate service related information verbally and in written reports to GP practices, prescribing support team colleagues and the Lead Clinical Pharmacists e.g. progress reports, evaluation, recommendations for further work.

7.4 Organise practice meetings in collaboration with the Prescribing Support Pharmacist to present information on existing prescribing practice in targeted areas and plan your input to address agreed areas of need.

7.5 Preparation of information to practices outlining the rationale and processes for implementing your activities and feeding back on outcomes.

7.6 To prepare monthly updates on work undertaken, including cost savings, in an easy to understand format.

7.7 Maintain confidentiality of information, including patient specific data and PRISMs data, at all times in accordance with the Data Protection Act and Caldecott guidance.

8. Planning and Organisation

8.1 Responsible for organising own day to day work from a delegated range of tasks which will include the trainee pharmacy technician 2 year rota.

8.2 Recognise professional and personal limitations in all areas of work while demonstrating professional accountability and responsibility

8.3 Abide by and adhere to professional ethics, standards and guidance.

8.4 Ensure personal and service development by regular self-directed learning and participation in performance development planning, appraisals and objective setting.

9. Service Development

9.1 To support the prescribing support pharmacists in developing new and existing prescribing support models which can be effectively delivered by pharmacy technicians e.g. reviewing GP practice repeat prescribing systems with a view to improving the management and control of repeat prescribing.

6a EQUIPMENT

Computer literacy in relation to Microsoft Office software: Word, Excel and Access and specialist prescribing information software e.g. PRISMs.

Thorough understanding of G.P. practice computer systems

6b SYSTEMS

Must work effectively and efficiently within a range of established systems which underpin the prescribing support service. This requires an understanding of how electronic databases such as Microsoft Access work. Established systems include:

- Data collection system to capture anonymised clinical and prescribing data generated by prescribing support activities e.g. medication review, clinical audit, educational outreach.
- Systems to manage and support research work and service developments.
- Database of GP practices and their status in relation to the prescribing support service activities.
- Share electronic drive for prescribing support service resources to ensure their availability for the whole team on an ongoing basis e.g. protocols, guidelines, education and training materials.

7. DECISIONS AND JUDGEMENTS

The post holder is required to work within defined operational frameworks and protocols which call upon them to act decisively. A combination of protocol criteria and the post holders own judgement dictates when to defer to the line manager.

The post holder will be provided with training and support to ensure they are able to

practice under minimal supervision. Changes relating to patient medication records are carried out at discretion of post holder after broad changes are agreed with GP staff e.g. removal of repeat drugs which have not been ordered for greater than one year. The post holder will establish a knowledge that will enable them to judge the appropriateness of removal based on knowledge, experience and background knowledge of practice supplied by practice or practice pharmacist

8. COMMUNICATIONS AND WORKING RELATIONSHIPS

Communicate and work with a range of people both within and outside the organisation, particularly GPs, practice staff and patients/care home staff. Information is often confidential and requires to be handled and communicated in a sensitive manner e.g. patient data, individual prescriber data. The post holder will be required to overcome barriers to communication and understanding due to a wide range of factors including knowledge and expectations of drug therapy, cognitive impairment and other mental health problems and occasionally language barriers. Some information may challenge current practice and require the post holder to persuade and negotiate with others including:

Healthcare professionals in

- Primary care e.g. GPs, nurses, community pharmacists
- Secondary care e.g. consultants, pharmacists.
- Patients, relatives and carers
- GP Practice staff e.g. practice manager, receptionists.

9. PHYSICAL DEMANDS OF THE JOB

Physical

Desk based work predominantly in GP practices and care homes. Post holder may need to lift and file medical case notes and carry a laptop, printer, files and folders between practices. A computer is used on a daily basis.

Mental

The work requires concentration for amending patient records, preparing information for practices and participating in meetings. There are occasional interruptions from GPs, practice staff and colleagues to respond to requests for advice, support and to deal with incidents. Organising several different activities across multiple sites requires considerable planning.

Emotional

Required to respond sensitively to patients, carers or relatives about concerns around specific changes to their medicines.

Environmental

The post holder will be expected to become an authorised car user post-qualification.

10. MOST CHALLENGING/ DIFFICULT PARTS OF THE JOB

Positively influencing and changing prescribing practice by GPs and non-medical prescribers and improving the use of medicines by implementing a robust, cost-effective repeat prescribing system

Influencing staff in the promotion of high quality, evidence based and cost effective improvements in prescribing practice.

Developing the role of a prescribing support pharmacy technician in a new and rapidly changing environment.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Essential

Chemistry - National 5 level (or equivalent)

At least 3 subjects at National 4 level and must include:

Biology, Maths and English (or equivalent)

Other skills

Strong inter-personal and organisational skills

Good negotiating and motivational skills

Self motivation and self reliance

Good written and verbal communication skills

Computer skills specifically word processing, database operation, presentations

Able to complete tasks accurately and efficiently

Ability to work to set working procedures/protocols.

**Modern Apprenticeship Person Specification
Pharmacy Technician Apprenticeship Program**

Job Title: Pharmacy Technician

Department: Pharmacy Prescribing and Support Unit

Criteria	Essential	Desirable
Qualifications & Training - A National 5 at Grade A to C in Chemistry and three National 4 Qualifications in Maths, English and a Science subject (in addition to chemistry) or equivalent SCQF Level.	Yes	
Knowledge, Skills & Abilities - Literacy and numeracy skills - Good keyboard and IT skills - Experience of using Office packages(MS Excel, MS Word, MS Access) - Demonstrates Good communication and Interpersonal skills - Demonstrates the Ability to understand and follow procedures and policies - Demonstrates the ability to be an Effective team worker - Ability to work accurately, paying attention to detail while working to deadlines - Manual dexterity (relevant to duties) - Awareness of importance of confidentiality	Yes Yes Yes Yes Yes Yes Yes Yes	Yes
Personal Qualities - Demonstrate a caring outlook - Commitment to training & development - Willingness to have a 'hands-on' approach to work allocated - Demonstrates the ability to carry out duties in a safe manner as instructed / trained - Demonstrates the ability to use initiative - Demonstrates the potential to communicate well with colleagues and other service users within a healthcare environment	Yes Yes Yes Yes Yes Yes	

The post holder is expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues.

Whether in a clinical or non clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.

HOW TO CREATE AND SUBMIT AN ON LINE APPLICATION

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.

The screenshot shows the NHS Scotland Recruitment website interface. At the top, there is a navigation bar with links for Home, Search, Links, and Sitemap. Below this is a header section with the NHS Scotland logo and the tagline "play your part in Scotland's biggest operation".

The main content area is divided into two columns. The left column is titled "User Login" and contains the following text:

Please note. We keep your details for 90 days after your last application. If you haven't used your account to apply for a post within that time, we delete it along with all your information. We do this so that we're not storing your personal information when we don't need to. If you find that you no longer have an account on the system, you can just create a new one. We recommend that you keep a local copy of your information to make sure that you don't lose your information if you think you won't be using your account for an extended period.

If you have previously registered, please enter your details below.

if you have forgotten your password, enter your email below, click the link & it will be reset

if you are unable to login with existing credentials, your a/c may have been deleted due to inactivity as outlined above, please enter your email in the new user registration field & re-register.

Email:

Password: [Reset Forgotten Password](#)

Remember me

The right column is titled "New User Registration" and contains the following text:

Registering allows you to store a profile and automatically fill out most of the fields in future applications.

Email:

Once you have provided your email address above, the login details, including your password, will be sent to this email address.

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.

or finish options 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 reset or raised a support call, please check your spam & junk mail folders

Fair Treatment Statement

No applicant shall be unfairly discriminated against on account of their age, cultural/political belief, disability, ethnicity, gener, race, relationship status, sexual orientation, and/or Trade Union membership/stewardship.
Only Part C of your application will be made available to short-listing panels.

Personal Details

Title:

Surname: Forename:

Name known by:
(if different)

Address:

Town: Postcode:

Contact Telephone No(s): Day:

Evening: Mobile:

E-mail:

Work Permit

Do you need a work permit to take up this post? No Yes ?

Working in the UK

Are you eligible to work in the UK Yes No

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

<https://jobs.scot.nhs.uk/Apply/application/page1.aspx>

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 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.** For further 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 process) 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

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.

apologies 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 reset 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	National 4	pass	04/08/2014

Qualifications Currently Studying

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

Memberships 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: ?

Grade: ?

Date of starting
Grade: ?

Employer: ?

Dates of Employment (if you are still employed in this role enter a date in the future e.g. 21/12/2112)
From: ? To: ?

Reason for Leaving: ?
(if applicable)

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)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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: ?

Grade: ?

Date of starting Grade: ?

Employer: ?

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

From: To:

Reason for Leaving: ?
(if applicable)

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 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 essential.

NOTE that references will only be taken up for preferred candidates following interview.

Referee 1

Title: ?

Forename:

Surname:

Designation: ?

Address: ?

Town: ? Postcode: ?

Telephone: ? Email: ?

Referee 2

Title: ?

Forename:

Surname:

Designation: ?

Address: ?

Town: ? Postcode: ?

Telephone: ? Email: ?

Disability

The Equality Act 2010/15:53 2011/2014 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 guaranteed 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 specify 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

<https://jobs.scot.nhs.uk/Apply/a>

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 shortlisting panel.

The screenshot shows a web form for submitting a supporting statement. At the top, there are several lines of small text providing instructions and support information. Below this is a section titled "Statement in Support of Application" with a blue header. The text in this section asks for relevant information like experience and skills, and includes a warning about a 50-line limit. A large text input box follows, with a vertical scrollbar on the right. Below the input box is an "Advertisement" section with radio buttons for "NotSpecified", "Newspaper", "Journal", "Bulletin", "Website", and "Other". The "Website" option is selected, and a text field contains "www.apprenticeships.gov.uk". At the bottom of the form are buttons for "< Back", "Save", "Next >", and "Finish". A footer at the very bottom contains links for "Terms and Conditions", "Privacy", "Disclaimer", "Accessibility", "Feedback", and "About Us".

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 reset or raised a support call, please check your spam & junk mail folders

Statement in Support of Application

Please provide other information that may be relevant to your application, for example, experience and major achievements to date, personal qualities, skills and attributes:

Please note that this section has a size limit, text exceeding this limit may be truncated. Applicants should refer to the guidance on text limits contained in the application pack.

Please ensure that this section does not exceed 1 A4 page of text, does not include any bullet points or symbols and includes the information on motivation, team work and personal qualities.

Advertisement

Where did you see the advertisement for this post?

NotSpecified
 Newspaper
 Journal
 Bulletin
 Website
 Other

Details:

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 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 must provide your date of birth.**

applies into use for the course you are undertaking, please give the last day or 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.

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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 reset 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 confidential and is not used in the selection process. It will be separated 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)

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:

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

<https://jobs.scot.nhs.uk/Apply/application/page7.aspx>

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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 must 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 reset 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

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.**

text limits. If you exceed these limits your text will be cut off and will not be visible to those who receive your application. 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 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 reset or raised a support call, please check your spam & junk mail folders

Update your application

- [Personal Details](#)
- [Criminal Declaration](#)
- [Qualifications and Memberships](#)
- [Employment History](#)
- [Referees, Disability, Driving Licence](#)
- [Statement in Support of Application](#)
- [Equal Opportunities - 1](#)
- [Equal Opportunities - 2](#)

Exit and complete application later

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

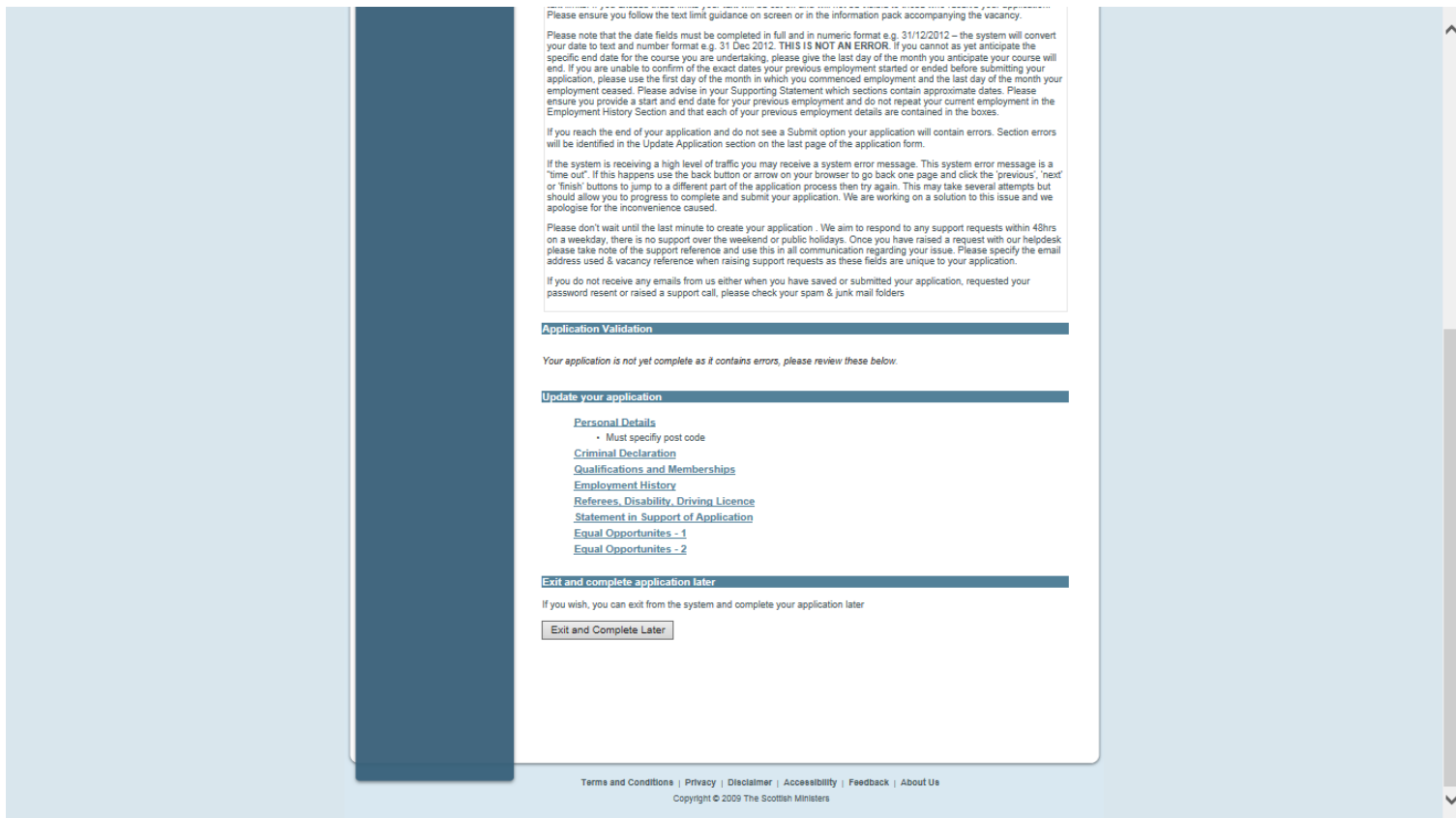
Submit Application

Please confirm that you wish to submit this application

<https://jobs.scot.nhs.uk/Apply/application/submitApplication.aspx>

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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.

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 reset 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 specify post code
- [Criminal Declaration](#)
- [Qualifications and Memberships](#)
- [Employment History](#)
- [Referees, Disability, Driving Licence](#)
- [Statement in Support of Application](#)
- [Equal Opportunites - 1](#)
- [Equal Opportunites - 2](#)

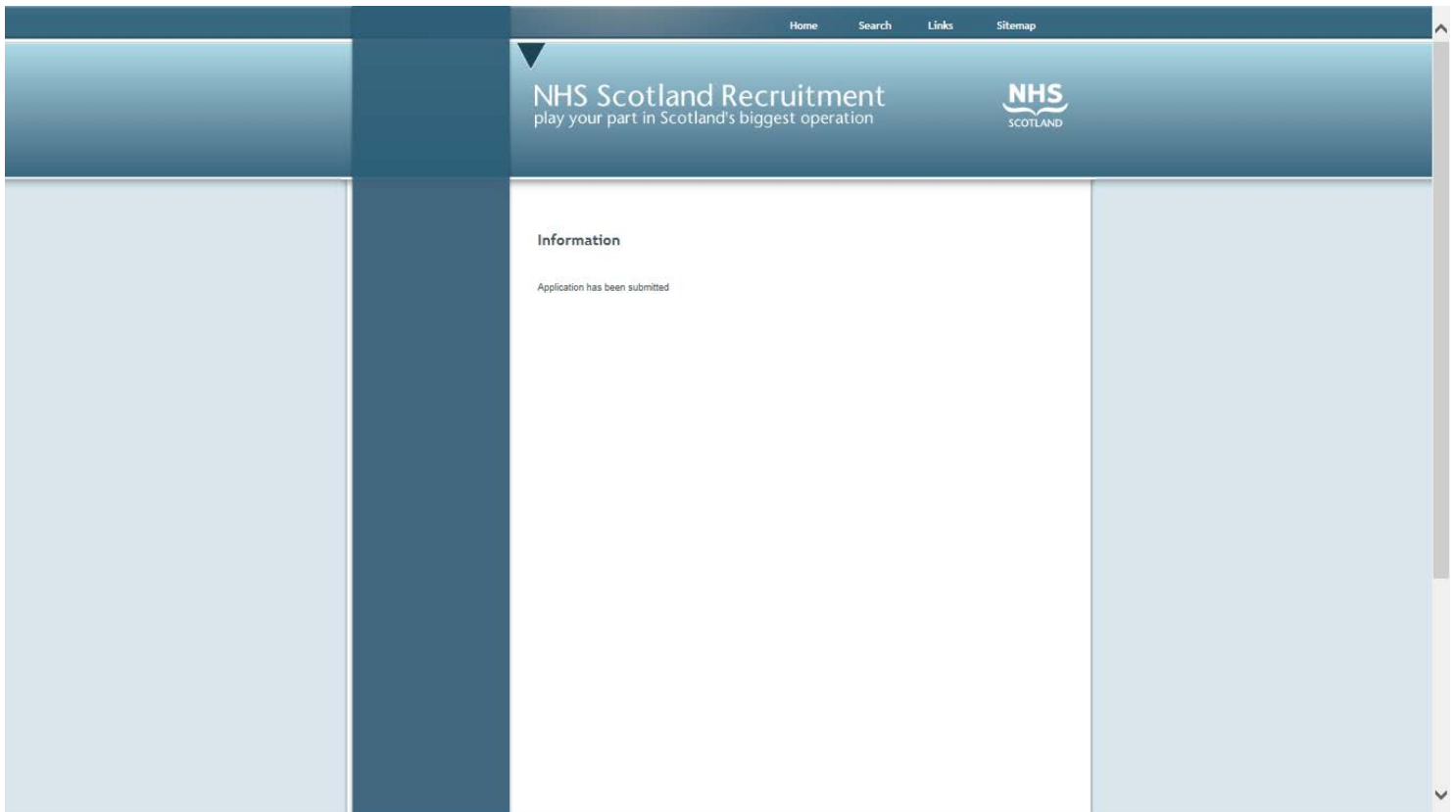
Exit and complete application later

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

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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.

If selected for interview and appointment 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.