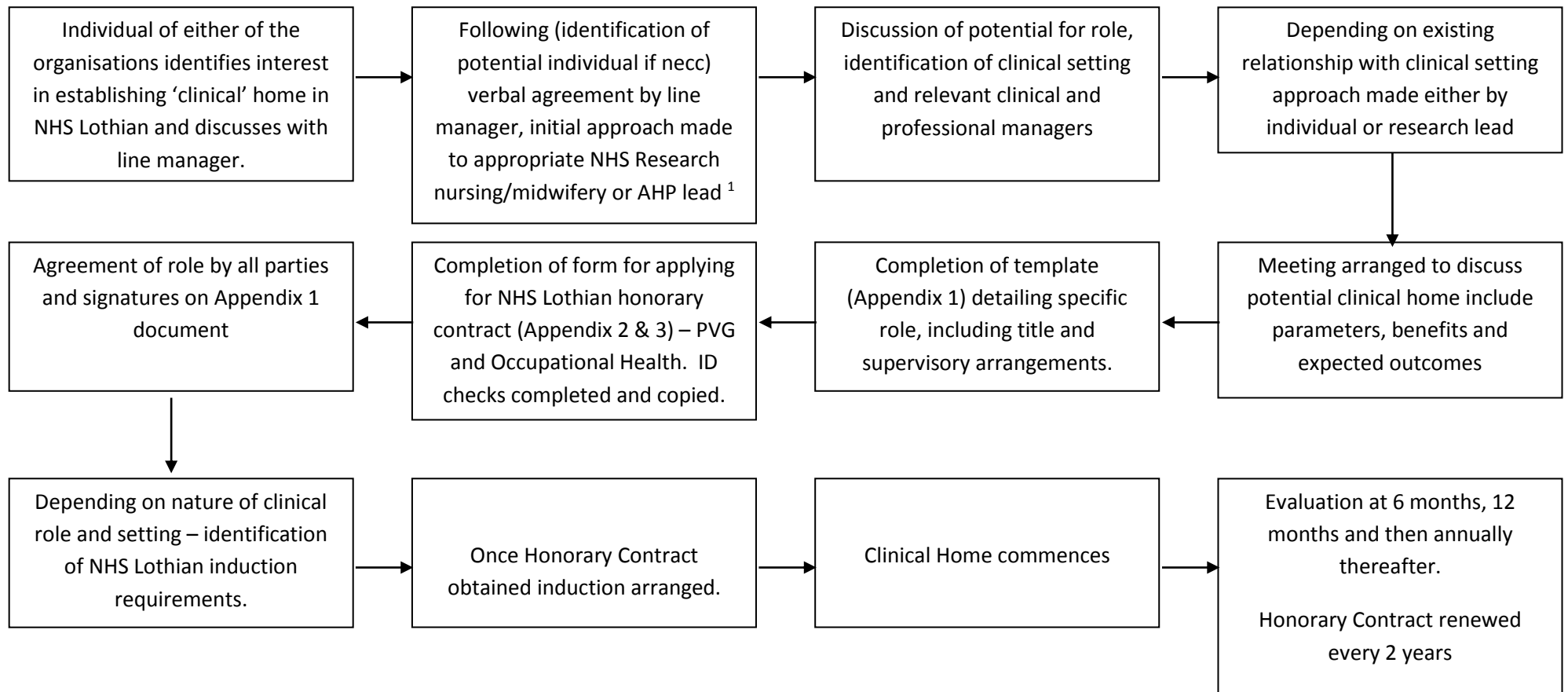


## NHS Lothian Clinical Homes Flowchart



<sup>1</sup> Nursing/Midwifery - Dr Juliet MacArthur, Chief Nurse Research [juliet.macarthur@nhslothian.scot.nhs.uk](mailto:juliet.macarthur@nhslothian.scot.nhs.uk) ; AHP – Andy Peters, AHP Research Facilitator [andy.peters@nhslothian.scot.nhs.uk](mailto:andy.peters@nhslothian.scot.nhs.uk)

**NHS Lothian and HEI**

**NMAHP Research Framework**

**Clinical Home in specific service**

**Context**

The Lothian NMAHP Research Framework (2011-2015) has been developed to establish and sustain a Lothian NMAHP research community. It represents collaboration between NHS Lothian and its three principal academic partners for NMAHP research:

- School of Nursing, Midwifery and Social Care, Edinburgh Napier University
- School of Health in Social Science, University of Edinburgh
- School of Health Sciences, Queen Margaret University, Edinburgh

The overarching aims of the 5 year plan are to:

- increase the volume and quality of applied research that leads to improvements in patient/client health and well-being and service delivery, particularly in areas of strategic priority.
- further enhance the profile and status of NMAHP research in Lothian, creating a culture of inquiry and evidence-informed decision making.
- enhance the NMAHP research infrastructure in order to support the development of high quality research studies and offer a range of career opportunities.

The Framework presents 12 vision statements that include:

4. There will be appropriate reciprocal arrangements for research active NMAHPs to have an 'academic home' and academic researchers to have a 'clinical home' in order to strengthen potential for collaboration, identification of research priorities, development of thematic programmes of research, and dissemination and utilisation of research findings.

[Name of HEI] is supporting the establishment of a clinical academic appointment for x, post. [Post holder] has well established/developed [delete as appropriate] links with x Department in NHS Lothian. Summary of relevant clinical and research work (CV available as separate document).

The commitment from HEI would be to release x .... WTE each week to work in NHS Lothian. There would be no financial cost to NHS Lothian.

Outline of role (including nature of clinical commitment i.e. holding own case load or working alongside clinical staff)

It is proposed that x will work the supervision of x, post at the location(s). He/she will also work to develop NMAHP research capacity more broadly within x. This would involve collaboration with Dr Juliet MacArthur, Chief Nurse Research and Development, Andy Peters, AHP Research Facilitator and

key individuals in **x service** including [For example the NMAHP Consultants and operational managers including **x**, Clinical Nurse Manager/Lead AHP and **x**, Head of Service]. [Also specify specific strategic groups/ individual that would be relevant to role and recent strategic documents that research activity would link to]

This position will involve an Honorary NHS contract as Research Consultant linked to the **x** Department and the Nursing/AHP Directorate. It will involve the following key responsibilities:

**Research** (examples only – can be adjusted)

- To facilitate the development of research in **speciality** in NHS Lothian and increase the capacity and capability of staff who wish to pursue research
- To contribute and potentially lead on specific research studies
- To mentor NHS staff who are undertaking research in **x** area
- To further develop collaborative working between NHS Lothian and **HEI** and the other academic partners.

**Clinical**

- Specify actual clinical role and degree of autonomy and or/level of supervision
- Continue as required

**Signatures**

One of the following:

Dr Juliet MacArthur

Andy Peters

Chief Nurse Research & Development

AHP Research Facilitator

Date

Date

Both of the following

Head of Service (Chief Nurse/Lead AHP)

Date

Head of School

Date

## Appendix 2 Application for NHS Lothian Honorary Contract

This document will be sent to applicant by appropriate NHS Research nursing/midwifery or AHP lead. Funding for the PVG check will be made by NHS Lothian in the first instance but reclaimed from the host institution.

New	
Extension	

### Honorary Contract – Offer/Contract Details Form

The Appointing Officer should complete Section 1

#### Section 1:

Name	
Address	
Phone Number	
Post Title	
Department & Location	
Contract Date From	
Contract Date To: <i>(We only issue these contracts for a max of 2 yrs then do extensions thereafter)</i>	
Cost Code	
Contact Name	

During the period of his/her Honorary Contract duties and responsibilities, will the postholder have contact with:

1. blood or body fluids? YES/No
2. patient contact? YES/No

(patient contact will be within a clinical setting and can include face to face contact over a desk with a patient and can cover a researcher interviewing a patient, or reception staff in a clinical environment e.g. reception staff in an outpatient clinic)

**Recruitment Administrator should complete Section 2**

**Section 2:**

Disclosure Number	
Disclosure Sent	
Disclosure Received	
Occ Health Form Sent	
Fit Slip Received	
Contract Issued	
Notes	

**Appendix 3 NHS Lothian ID Checklist for Disclosure Scotland**

**NHS Lothian  
DISCLOSURE SCOTLAND/ PVG SCHEME  
GUIDANCE AND PROFORMA FOR APPOINTING OFFICERS AT INTERVIEW**

If this post requires a standard Disclosure Scotland or PVG check the candidate will have been asked to bring along three forms of ID and photocopies. The appointing officer responsible for recruitment is required to satisfy him/herself at interview that all candidates are who they say they are, which in turn entitles the recruitment centre to make a disclosure request of the successful candidate. Photocopies of I.D. **must** be forwarded to the recruitment centre.

**Section 1. CHECKLIST FOR APPOINTING OFFICER:**

1. The candidate should produce photographic ID such as a passport or driving licence (if not available a birth certificate will suffice) AND a further two forms of ID which indicate current address (e.g. a utility bill) and date of birth (e.g. birth certificate, driving licence). Bus passes or student matriculation cards are not suitable forms of ID.
2. **The appointing officer should also complete section two below.**
3. Attach this form to the photocopies of I.D. and return to the recruitment centre.

**If the above requirements are not met, there is a high risk of delay in processing the application, as it is likely to be returned.**

**Section 2. APPOINTING OFFICER TO COMPLETE:**

Name of Candidate: _____ Base: _____  Vacancy Reference Number: _____ Dept Cost Centre: _____  Position Applied for: _____	Is this candidate already in the PVG Scheme    Yes <input type="checkbox"/> No <input type="checkbox"/>  <b>Check Required:</b>  Disclosure Standard <input type="checkbox"/> PVG Scheme – Children <input type="checkbox"/> PVG Scheme – Adult <input type="checkbox"/> PVG Scheme - Children and Adult <input type="checkbox"/>
<b>Type of identification checked (please tick):</b> Passport <input type="checkbox"/> Birth certificate <input type="checkbox"/> Driving Licence (with photo) <input type="checkbox"/> Driving Licence (no photo) <input type="checkbox"/> Other <input type="checkbox"/> If 'Other', then please state the other form of ID seen: _____	
<p><b>I confirm that the above original items of ID for the applicant have been seen and match the candidate details.</b></p> Date of signing checks: .....  Signature of appointing officer / appointing manager: .....	

