

NHS Greater Glasgow & Clyde Modern Apprenticeship Programme Opportunities



Please see table below for details of the training opportunities that we anticipate will be advertised in **early March 2017**. Please refer to notes at the end of this document for more information as to where full details of these vacancies will be posted.

Post	Site	Minimum Entry Requirements	Qualification Offered	Suitable for:
Clerical Officer	Maryhill Health & Care Centre	3 x National 4s (or equivalent SCQF qualifications) – one of which MUST be English	SVQ 2 Business Admin	Individuals with good interpersonal and communication skills who would enjoy reception and office based work. This is a busy working environment and will involve frequent patient contact on the phone and face to face.
Health Records Assistant – Filing Library	West of Scotland Cancer Centre (Beatson)	3 x National 4s (or equivalent SCQF qualifications) – one of which MUST be English	SVQ 2 Healthcare Support (non-clinical)	Ideal for those who are accurate, methodical and have good eye for detail and are interested in office work. Requirement to manually file and retrieve files.
Health Records Assistant	Glasgow Royal Infirmary	3 x National 4s (or equivalent SCQF qualifications) – one of which MUST be English	SVQ 2 Healthcare Support (non-clinical)	Computer based data entry of medical records, scanning of paper records and filing duties. Suitable for those who are accurate, methodical and interested in office work.
Waiting Times Admin Assistant	Glasgow Royal Infirmary	3 x National 4s (or equivalent SCQF qualifications) – one of which MUST be English	SVQ 2 Business Admin	Predominantly data entry and capture on excel spreadsheets and preparing data for reporting purposes. Suitable for those who are accurate, methodical and have good eye for detail and interested in office work.
Waiting List Clerk	Queen Elizabeth University Hospital Campus (INS)	3 x National 4s (or equivalent SCQF qualifications) – one of which MUST be English	SVQ 2 Healthcare Support	Predominantly data entry excel spreadsheets updating entries and contacting patients, clinic and medical staff by phone and email. Suitable for those who are accurate, methodical with good communication skills and interested in office work.
Orthotic Administrator	Gartnavel General Hospital	3 x National 4s (or equivalent SCQF qualifications) – one of which MUST be English	SVQ 2 Business Admin	Mix of data entry and general administration updating records in patient systems, spreadsheets and other forms. Diary and appointment management, contacting patients, clinic and medical staff by phone and email. Suitable for those who are interested in office work who are accurate, methodical and have good communication skills.

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Payroll Assistant	Caledonia House	3 x National 4s (or equivalent SCQF qualifications – one of which MUST be Maths) TBC	SVQ 2 Business Admin	Predominately data entry on in-house database systems, scanning and archiving of documentation, creation of new and updating existing records for staff. Requires someone who is numerate and accurate with good attention to detail and interested in working in finance related profession.
Administration Assistant	Renfrewshire HSCP HQ (Paisley)	National 5 English (Grade A-C) and two National 4s (or equivalent SCQF qualifications)	SVQ 2 Business Admin	Mix of data entry, administration and secretarial duties, updating in house systems, spreadsheets and other forms. Diary management and correspondence, communication with service users, NHS and Local Authority staff by phone and email. Suitable for those who are interested in office work who are accurate, methodical and have good communication skills.
Data Assistant (Infection Control Surveillance)	West Glasgow ACH	National 5 Maths (Grade A-C) and two other National 4s (or equivalent SCQF qualifications)	SVQ 2 Business Admin	Predominantly data entry and capture on excel spreadsheets and preparing data for reporting purposes. Suitable for those who are interested in officer work who are accurate, methodical and have good eye for detail
Team Secretary (Public Health)	Gartnavel Royal Hospital	National 5 English (Grade A-C) and two National 4s (or equivalent SCQF qualifications)	SVQ 2 Business Admin	Mix of data entry, administration and secretarial duties, updating in house systems, spreadsheets and other forms. Diary management, correspondence phone and email duties. Suitable for those who are interested in a secretarial position who are accurate, methodical and have good communication skills.
Library Assistant	Queen Elizabeth University Hospital	TBC	SVQ 3 Business Admin	Mix of data entry and administration duties, updating in house systems, spreadsheets and other forms. Recording library lending and orders and dealing with enquires from service users. Suitable for those with good communication skills. who are interested working in library services
Healthcare Support Worker – Nursing Assistant x 10	Queen Elizabeth University Hospital, Glasgow Royal Infirmary, Gartnavel General Hospital	3 x National 4s (or equivalent SCQF qualifications) – one of which MUST be English	SVQ 2 Healthcare (clinical)	Hands on direct patient support assistant patient with personal needs, washing and dressing, elimination needs, meals under the direction and supervision of Nursing Staff. Suitable for those with a genuine interest in working in healthcare who can demonstrate a caring disposition

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Audiology Assistant x 2	Royal Hospital for Children, Inverclyde Royal Hospital	National 5 English (Grade A-C) and two National 4s (or equivalent SCQF qualifications one of which must be a science subject).	SVQ 3 Healthcare Support (clinical)	Performing hearing tests, making moulds for hearing aids, assisting patients with maintenance and adjustment of aids, ordering of stock and updating patient records. Suitable for someone with an interest in a healthcare scientist role. Involves direct hands on patient contact so a caring disposition is essential.
Multi Skilled Technician (electrical/mechanical focus) x 6	Hospital sites across NHS GGC and Central Decontamination Unit (Cowlairs)	5 National 5s (Grade A-C) three of which must include Maths, English and a Science/technical subject	SVQ 2 Performing Engineering Operations, SVQ 3 Engineering Maintenance (Engineered Systems) & HNC Engineered Systems	Working across a range of hospital sites maintaining electrical and mechanical systems including boilers, heating systems, hydraulic and air conditioning units in addition to carrying out planned and ad hoc repairs when required. Suitable for those interested in a multi-skilled engineering role where both mechanical and electrical skills are utilised.
Multi Skilled Technician (plumbing focus) x 1	TBC	5 National 5s (Grade A-C) three of which must include Maths, English and a Science/technical subject	SVQ 3 Plumbing & HNC Engineered Systems	Working across a range of hospital sites maintaining plumbing and water treatment equipment in addition to carrying out planned and ad hoc repairs when required. Suitable for those wanting a career in plumbing.
Health & Safety Officer	West Glasgow ACH	Likely to be National 5 English (Grade A-C) and two National 4s (or equivalent SCQF qualifications)	SVQ 3 Health & Safety	Mix of site visits to provide supporting senior team members, providing advice and guidance, data entry and administration duties, updating in house systems, spreadsheets and other forms. Logging details. Incident investigation and ensuring fire safety and other training records are up to date.
IT Contracts Administrator	Westward House, Paisley	Likely to be National 5 Maths (Grade A-C) and two National 4s (or equivalent SCQF qualifications)	SVQ 3 Procurement	Mix of data entry and administration duties, updating in house systems, spreadsheets and other forms. Placing and tracking orders, updating stock listings and approved supplier listings. Requires someone who is numerate and accurate with good attention to detail and interested in working in finance related profession...

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Prosthetics Technician	West of Scotland Mobility & Rehabilitation Centre (QEUH site)	5 National 5s (Grade A-C) three of which must include Maths, English and a Science/technical subject	SVQ 2 Performing Engineering Operations, SVQ SVQ Level 3 Mechanical Manufacturing Engineering (Composite 3	Manufacturing of prosthetic replacement limbs in a variety of styles and functions from cosmetic to fully articulated limbs. Suitable for someone interested in a hands on engineering and manufacturing discipline. Some patient contact is required so good communication skills are essential.
Assistant Technical Officer – Decontamination	Central Decontamination Unit, Cowlairs	National 5 (Grade A-C) in a Science (Biology/Chemistry) and two National 4s (or equivalent SCQF qualifications)	SVQ 3 Healthcare Support	Working to maintain high temperature/pressure units which clean and sterilise surgical instruments for use during operations in addition to carrying out planned and ad hoc repairs when required. Suitable for those interested in a multi-skilled engineering role where both mechanical and electrical skills are utilised.
Pharmacy Technician x 2	Hospital sites across NHS GGC	National 5 Chemistry (Grade A-C) and three National 4s which must include English, Maths and a 2 nd science (preferably Biology)	SVQ 3 Pharmacy Services and NC in Pharmacy Services	Supporting registered Pharmacists in the preparing of prescriptions and distribution of medicines with Hospital sites (e.g. delivery of medicines to ward). Requires someone who is numerate and accurate with good attention to detail and interested in working within pharmacy services.
Accounts Assistant/Ledger Clerk	Dykebar Hospital	National 5 Maths (Grade A – C) and 2 other National 4 qualifications (or equivalent SCQF) one of which must be English	AAT Advanced Diploma in Accounting	Predominantly data entry and capture and preparing data for reporting purposes ensuring compliance with standing financial instructions for payment against and approved supplier listings. Requires someone who is numerate and accurate with good attention to detail and interested in working in finance profession.
Healthcare Support Worker – Health Visiting (Family Support Worker) x 3	NE Glasgow, NW Glasgow & South Glasgow	National 5 English (Grade A-C) and two National 4s (or equivalent SCQF qualifications)	SVQ 3 Social Services (CYP)	Supporting Health Visiting Nursing team who provide direct patient support to children and families. Working under the direction and supervision of Nursing Staff duties will include assisting on visits and in clinics and administration duties. Suitable for those with a genuine interest in working in healthcare who can demonstrate a caring disposition, empathy and excellent communication skills

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Healthcare Support Worker – Therapy Assistant (Physio/OT) x 2	Glasgow Royal Infirmary, Inverclyde Royal Hospital	3 x National 4s (or equivalent SCQF qualifications) – one of which <u>MUST</u> be English	SVQ 2 Healthcare Support (clinical)	Supporting the Occupational therapists and Physiotherapists to provide rehabilitation support to patient – e.g. supporting patients with mobility exercises – Hands on patient care role suitable for those with a genuine interest in working in healthcare and who can demonstrate a caring disposition
Healthcare Support Worker Addiction Services	Possilpark, Glasgow	National 5 English (Grade A-C) and two National 4s (or equivalent SCQF qualifications)	SVQ 3 Social Services & Healthcare	Supporting addiction teams who provide direct patient support . Duties will include assisting on visits and in clinics and administration duties. Suitable for those with a genuine interest in working in healthcare in the community and who can demonstrate a caring disposition, empathy, are non judgemental and have excellent communication skills

We recommend that interested applicants join our mailing list at modern.apprentice@ggc.scot.nhs.uk and visit our WebPages at www.nhsggc.org.uk/MA for regular updates. We also strongly recommend that those interested in applying attend one the vacancy information sessions which will be held for all vacancies. Details of these sessions will be advertised on our website when the posts go live, we will also ensure details are emailed out to our distribution list.