



TERMS AND CONDITIONS OF EMPLOYMENT

ADMINISTRATION POSTS – PAY BAND 3

JOB BAND AND SALARY

This post is graded **Band 3**, under the NHS Agenda for Change grading system. The salary scale for this post is:

SALARY

Points 1-7: £20,700, £20,700, £22,594, £22,594, £22,594, £22,594, £22,594;

Your salary will be credited monthly, in arrears, at 1/12th of the annual rate to an account at a bank/building society of your choice on the 27th of each month (or nearest Friday, if the 27th falls at a weekend or on a Public Holiday).

HEALTHCARE SUPPORT WORKERS INDUCTION STANDARDS AND CODE OF CONDUCT

Your performance must comply with the “Mandatory Induction Standards for Healthcare Support Workers in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers, both as amended from time to time, copies of these documents are enclosed for your information and retention (further copies can be obtained on-line at

<http://www.hcswtoolkit.nes.scot.nhs.uk/hcsw-standards-and-codes/>

or from your Employment Services Department). **Failure to adhere to the Standards or to comply with the Code may result in disciplinary action.**

HOURS OF WORK

The weekly full-time hours of administrative posts are 37.5 per week. This is a part-time temporary post of 18.75 hours per week, to be worked Monday to Friday in accordance with service requirements and in agreement with your Line Manager. Flexibility will be required to ensure the needs of the service are met and you will be required to work additional hours on occasions in order to cover staff absences.

This is a fixed term post until 31st March 2021.

ANNUAL LEAVE AND PUBLIC HOLIDAYS

The leave year runs from 01 April to 31 March and your annual leave entitlement and public holiday entitlement will be based on a proportion of the following:

Length of Service	Annual leave entitlement and Public Holiday Allocation
On appointment	27 days + 8 public holidays
After 5 years service	29 days + 8 public holidays

After 10 years service	33 days + 8 public holidays
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All the above entitlements are based on a working day of 7.5 hours and will be applied on a pro-rata basis.

The 8 days to be designated as public holidays, either national or local will be agreed on an annual basis.

All part-time workers will receive a pro-rata entitlement to public holidays compared to whole-time hours.

MINIMUM NOTICE

The postholder will be required to give and is entitled to receive a minimum of 4 week's notice of termination of employment, however, notice tendered may be in advance of this time.

SUPERANNUATION

Auto Enrolment

All employees, eligible to join the NHS must be automatically included in the scheme from the first day of employment. Eligible employees will no longer be allowed to opt out of the scheme before they take up employment. They must be enrolled in the first instance.

Those who are ineligible to join the scheme will be enrolled in NEST, again opt out can only occur once in the scheme.

Further information can be found on the Pension Regulators website www.sppa.gov.uk

Part A - Officer members (including GP Practice Staff who are not practitioners)

From 1 April 2015 NHS pension scheme members will pay contributions at the rate in column 3 based on their previous year's whole time equivalent pensionable earnings which fall in the relevant banding in column 2 of the table below.

Tier	Whole time equivalent pensionable earnings	contribution percentage rate
1	Up to £15,828	5.2%
2	£15,829 to £21,601	5.8%
3	£21,602 to £27,089	7.3%
4	£27,090 to £49,967	9.5%
5	£49,968 to £71,337	12.7%
6	£71,338 to £111,376	13.7%
7	£111,377 and above	14.7%

Pensionable pay should be rounded down to the nearest pound.

The above contribution rates will be applicable for 4 years from 1 April 2015 to 31 March 2019 however the earnings bands may be adjusted to reflect any national pay awards.

In general the amount you will pay will be based on your previous year's earnings.

If you were employed part-time the amount is uprated to the whole time equivalent pay for that post.

If you change jobs during the current year or have a promotion or step down to a lower paid job your contribution rate will be reset in line with your new pay band.

For more detailed information please see SPPA circular 2015/04 available on the SPPA website.

Part B - Practitioners members

Tier	Whole time equivalent pensionable earnings	contribution percentage rate
1	Up to £15,828	5.2%
2	£15,829 to £21,601	5.8%
3	£21,602 to £27,089	7.3%
4	£27,090 to £49,967	9.5%
5	£49,968 to £71,337	12.7%
6	£71,338 to £111,376	13.7%
7	£111,377 and above	14.7%

Pensionable earnings should be rounded down to the nearest pound.

The above contribution rates will be applicable for 4 years from 1 April 2015 to 31 March 2019 however the earnings bands may be adjusted to reflect any national pay awards.

The contribution rates apply across both the old scheme (1995 and 2008 sections) and the new 2015 scheme

Practitioner members pay contributions at the rate in column 3 based on their total current year practitioner earnings from all sources which falls into the relevant band in column 2.

There is a calculator on the SPPA website where you can see what these changes mean for you. For more detailed information please see employers circular 2015/04 also available on the website. If you have any enquiries about which contribution rate you are paying please contact Practitioner Services Division of NHS National Services.

Changes to the NHS Pension Scheme from 1 April 2015 – for further information please visit the SPPA website WWW.sppa.gov.uk or email: nhsensionsreform@scotland.gsi.gov.uk

SICK PAY SCHEME

The Conditions of Service provide for operation of a scheme related to length of service. Staff are required to keep their line manager informed of the likely duration of absence.

Dependant on your meeting the necessary criteria you may have entitlement to Statutory Sick Pay or DSS Sickness Benefit. Staff do not need a medical certificate for the first 3 days of sickness absence. For sickness absence of 4 to 7 days, a self-certificate (DSS form SC2) is required. These are available from GP practices and line managers and the self-certificate must be returned to the line manager within 7 days of the first day of incapacity. From the 8th day of sickness absence the member of staff should go to their General Practitioner for a medical certificate, which should be sent to their line manager without delay. As the medical certificate runs out, the member of staff should obtain another one if they remain unfit for work and again send to their line manager.

If this sickness reporting procedure is not followed, then the staff member would be considered to be 'absent without leave' and would therefore not receive any pay or sick pay for that period of absence.

MEDICAL FITNESS

All prospective members of staff are asked to submit a confidential health questionnaire to the Occupational Health Service. On the basis of this, they may be passed fit, or an appointment for further information or screening may be required. All entrants must be certified medically fit and employment is conditional on such certification. All appointees are expected to comply with NHS Highland's Immunisation Policy.

Those posts classified as Exposure Prone Procedures appointments are dependent on satisfactory proof of immunity or freedom from Hep B infection prior to appointment.

CONFIDENTIALITY

In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to patients be divulged to anyone other than authorised persons - for example medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature you must seek advice from your superior officer. Similarly no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe this rule will be regarded by your employers as serious misconduct, which could result in serious disciplinary action, including dismissal, being taken against you.

The unauthorised disclosure of official business under consideration by NHS Highland or one of its Committees by an employee is also regarded as a breach of confidence and may lead to disciplinary action.

DISCLOSURE OF CRIMINAL CONVICTIONS

Appointment to this post will be made subject to satisfactory screening by Disclosure Scotland.

This post is considered to require a Standard Disclosure as it involves access to children and/or vulnerable adults. A Standard Disclosure will contain details of all convictions on record, whether spent or unspent. This means that even minor convictions, no matter when they occurred, will be included in the Disclosure. **During employment you must inform your Line Manager of any new conviction.**

Following the selection interview only the "successful" candidate will be subject to a check by Disclosure Scotland to verify details previously supplied by him/her. Offers of appointment will be made subject to satisfactory Disclosure Scotland screening and medical fitness.

Please note that NHS Highland will be responsible for payment of the required fee.

SWISS - Scottish Workforce Information Standard System

DATA STATEMENT

The information that you have provided will be used for employment purposes and where necessary to comply with legal obligations. The purpose of holding this information is for administration i.e. employment and pay amendments, superannuation, workforce management/planning and other personnel matters in relation to your employment. Any requests for information outwith the above will only be processed with your consent (e.g. building society mortgage applications etc.)

Your information will be held securely in a national database, which will be accessed at a local, regional and national level to meet the requirements outlined above. Your manager may also hold information within your department. There will be no unauthorised access.

HEALTH AND SAFETY

To be aware of and comply with the requirements of the Health and Safety at Work Act 1974 and to co-operate with others performing their statutory duties.

For those with managerial/supervisory responsibilities:

To be aware of and comply with the requirements of Health and Safety at Work Act 1974, it's subordinate Regulations and Approved Codes of Practice to ensure compliance and safe working practice.

ID BADGE POLICY

NHS Highland have a policy that all staff will be issued with and required to wear an ID badge at all times when on duty. If your badge needs replacing for any reason, you are required to contact the Personnel Department at Caithness General Hospital, Wick. All ID badges must be returned when staff terminate their employment.

SMOKE FREE HIGHLANDS

Please be aware that smoking tobacco products or e-cigarettes is not allowed anywhere in NHS Highland properties, vehicles or grounds. All staff who smoke can access information regarding services provided by Occupational Health and locality based Stop Smoking Advisers for smoking cessation support - for more information please visit www.smokefreehighland.co.uk.

All NHS Highland employees will have the same part to play when maintaining the Smokefree Policy. It will be everyone's role to enforce the policy by reminding people that NHS Highland provides a smoke-free environment and that they cannot smoke anywhere inside it's buildings or in it's grounds.

When selecting new staff NHS Highland does not discriminate against applicants who smoke but applicants who accept an offer of employment will in doing so agree to observe and familiarise themselves with NHS Highland's Smokefree policy

EQUAL OPPORTUNITIES IN EMPLOYMENT

NHS Highland affirms that all employees should be afforded equal opportunities in employment, in accordance with the Equal Opportunities Commission recommendations.

DRIVING/ CAR FOR BUSINESS USE

If you are required to drive to carry out the duties of your post, you must hold a current driving licence. Additionally, should you use your own car then you should have comprehensive car insurance, which includes business use when using own car for work purposes.

KNOWLEDGE & SKILLS FRAMEWORK (KSF)

To support personal development and career progression, there is a NHS Knowledge and Skills Framework, which supports the process of annual development review and agreeing personal development plans.

The NHS Knowledge and Skills Framework helps staff develop their skills to the full in a particular NHS post. It helps ensure better links between education, development and career and pay progression for all NHS Staff.

The first gateway in each pay band will be after one year in post. The position of the second gateway will vary between pay bands but will fall between the top three points of the payband.

HEALTHY WORKING LIVES

Healthy Working Lives (formerly SHAW, Scotland's Health at Work) is the national award programme designed to encourage and reward employers in their efforts to improve the health and well-being of their staff. Healthy Working Lives involves having policies and practices in place which help employees be better informed to make healthy choices. It also involves recognising that organisations themselves can have a direct impact on the health and well-being of the individual members of staff.

Over the last few years, NHS Highland has placed the wellbeing of staff high on our list of priorities and is committed and signed up to achieving the Healthy Working Lives Award.

Healthy Working Lives needs the support and involvement of staff. To find out where your nearest contact for Healthy Working Lives is, contact Susan Birse on susanbirse@nhs.net.

These Terms and Conditions of Employment forms part of your Contract of Employment and are subject to ongoing review.

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