

Forth Valley NHS Board Staff Bank Service

**Terms and Conditions for Bank positions**

**General:** The Terms and Conditions of Service for this post are those contained in Agenda for Change NHS Terms & Conditions of Service Handbook.

Location: Variable within NHS Forth Valley

**Salary**: Band 2 £18,600-£20,606

 Band 3 £20,700-£22,594

 Band 4 £22,700-£24,973

 Band 5 £25,100-£31,649

 Band 6 £31,800-£39,169

 Band 7 £39,300-£46,006

Based on 2020-2021 Agenda for Change Pay scales

**Hours of work:** Your hours of work will be by mutual agreement at all times and are variable, dependent on availability/demand, However, in line with the Working Time Regulation you are not expected to exceed more than 48 hours per week, this includes the hours worked in your substantive post.

**Annual leave:**In line with the Working Time Regulations, you are required to take a minimum of 5.6 weeks (28 days based on a 5 day working week) leave annually (1 April until 31 March) from the Staff Bank. You must take and claim these hours quarterly throughout the year annual leave year.

Bank staff will have 12.07% of hours worked accrued for them to allow payment of annual leave. The annual leave payment will be based on the hours worked prior to the leave being taken.

**NB. Annual leave payments will be paid at the rate you are registered with the Staff Bank Service.**

**Working Time Directive:** This is a European regulation governing the number of hours people work per week. It states that you should not regularly work more than an average of 48 hours per week over a 17 week period. The Staff Bank records details of any other regular work you do and monitors the total working hours for staff on a regular basis.

In addition, you are required to take 5.6 clear weeks leave from the bank. To ensure that this is recorded accurately you must notify the bank in advance when you intend to take leave.

**Sick leave and Pay:** If you are unable to work an agreed shift for the Staff Bank due to sickness or injury, you must communicate this as soon as possible to the Staff Bank Office. You may be entitled to statutory sick pay, subject to a 13-week qualifying period of continuous employment with the Staff Bank - i.e. if you have worked a number of hours for the Staff Bank every week over a 13 week period – and provided that you earn at a level where National Insurance contributions are payable. Where you may be eligible for statutory sick pay, you should contact the Staff Bank for clarification of this.

**Superannuation:** The NHS Superannuation rules apply, i.e. all employees will automatically be superannuated unless the post holder elects not to join the Scheme. To opt out you must complete an SB34 form which is included in the Appointment Pack.

**Equal Opportunities:** We are committed to equal opportunities in employment. In line with HDL (2000) 25 Employment of European Economic Area Nationals applicants will be expected to supply evidence of their competence to communicate in English to the standard required for the post.

**Pre-employment Health Assessment:**

Shortlisted candidates will be required to complete a pre-employment health declaration form and, where appropriate, undergo a health assessment at the Occupational Health Service. The Occupational Health Nurse may deem it necessary to refer you to the Occupational Health Physician who may in turn obtain a report from your General Practitioner. Any offers of employment will be subject to a satisfactory health assessment.

**Disclosure Scotland Protecting Vulnerable Groups (if applicable):**

Because of the nature of NHS work, NHS Forth Valley believe it to be appropriate that posts in the service be exempt from the provision of the Rehabilitation of Offenders Act 1974 (as amended). You are therefore required not to withhold information about convictions, which are otherwise regarded as “spent” under the provision of the Act. Any such existing convictions should have been declared prior to appointment. Additionally, you are obliged to disclose immediately any charges or convictions subsequently made against you and NHS Forth Valley reserves the right to consider your continued employment in the light of these disclosures. Consideration by NHS Forth Valley of any charges or convictions declared by you would have regard only to relevant charges or convictions which would have a reasonable bearing on the type of work you do. Any failure to disclose such convictions, either prior to employment or subsequently may result in disciplinary action, including dismissal.

**Tobacco Policy:** In line with the NHS Forth Valley Tobacco policy the Board is now a smoke free environment from 31 December 2001. This means that smoking will not be permitted by staff in any healthcare premises or environment.

**Confidentiality**: In the course of your duties you may have access to patient or staff records or to other confidential information. **Unauthorised disclosure** **or remova**l of information will lead to disciplinary action, including dismissal.