

## TERMS AND CONDITIONS OF SERVICE

The conditions of service are those laid down and amended from time to time by Agenda for Change.

<b>GRADE AND SALARY</b>	<p>Band 4 £22,152 - £22,152 - £22,152 - £22,860- £23,097 - £23,229 - £24,258 per annum pro rata if part time.</p> <p>New Entrants to the NHS will normally commence on the minimum point of the salary scale, (dependent on qualifications and experience). Salary is paid monthly by Bank Credit Transfer.</p>																								
<b>ANNUAL LEAVE</b>	<p>The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata for part-time staff)</p>																								
<b>SICK PAY SCHEME</b>	<p>The Conditions of Service provide for operation of a scheme related to length of service.</p> <p>Staff should keep managers informed of the likely duration of absence and should telephone their line manager at their place of work regardless on the 4<sup>th</sup> day because a self-certificate will be required. 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 8<sup>th</sup> day of sick 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. When the medical certificate runs out, the member of staff should get another one if they are still not fit for work and again send it to their line manager. If staff do not follow this procedure then they will be considered to be 'absent without leave' and therefore will not receive any pay or sick pay for that period of absence.</p> <p><b>NHS Service – During 1<sup>st</sup> year:</b> 1 months' full pay and 2 months' half pay.</p> <p><b>NHS Service – During 2<sup>nd</sup> year:</b> 2 months' full pay and 2 months' half pay.</p> <p><b>NHS Service – During 3<sup>rd</sup> year:</b> 4 months' full pay and 4 months' half pay.</p> <p><b>NHS Service – During 4<sup>th</sup> and 5<sup>th</sup> year:</b> 5 months' full pay and 5 months' half pay.</p> <p><b>On completion of 5 years NHS Service:</b> 6 months' full pay and 6 month's half pay.</p>																								
<b>SUPERANNUATION</b>	<p><b>Auto Enrolment</b></p> <p><i>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.</i></p> <p><i>Further information can be found on the Pension Regulators website.</i></p> <p><b>Officer Members (including GP Practice Staff who are not practitioners)</b> The following table should be uses to set employee contribution rates in 2014/15.</p> <table><tr><th>Tier</th><th>Pensionable pay ( whole time equivalent ) paid in 2014/15</th><th>Contribution Rate in 2014/15</th></tr><tr><td>1</td><td>Up to £15,431</td><td>5.0%</td></tr><tr><td>2</td><td>£15,432 to £21,387</td><td>5.6%</td></tr><tr><td>3</td><td>£21,388 to £26,823</td><td>7.1%</td></tr><tr><td>4</td><td>£26,824 to £49,472</td><td>9.3%</td></tr><tr><td>5</td><td>£48,473 to £70,630</td><td>12.5%</td></tr><tr><td>6</td><td>£70,631 to £111,376</td><td>13.5%</td></tr><tr><td>7</td><td>£111,377 and over</td><td>14.5%</td></tr></table>	Tier	Pensionable pay ( whole time equivalent ) paid in 2014/15	Contribution Rate in 2014/15	1	Up to £15,431	5.0%	2	£15,432 to £21,387	5.6%	3	£21,388 to £26,823	7.1%	4	£26,824 to £49,472	9.3%	5	£48,473 to £70,630	12.5%	6	£70,631 to £111,376	13.5%	7	£111,377 and over	14.5%
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	<p>Pensionable pay should be rounded down to the nearest pound.</p> <p>For <b>existing officer scheme members</b> (those who were in service at 31 March 2014 and continuing), their contribution tier is based on their 2013/14 full year, whole time equivalent (WTE) pensionable pay.</p> <p>For <b>new starters</b> (including staff that have changed jobs, returned to the NHS employment after a break or have “stepped down”) on or after 1 April 2014, their contribution tier will be based on their estimated full year WTE pensionable pay in 2014/15.</p> <p>To note that anyone stepping down into a lower paid job should be treated as a new starter for contribution tier purposes, but this does not affect those whose hours may reduce within the same job.</p> <p>Members who are classed as bank workers are likely to have several stop and start pensionable posts. For each new and subsequent employment an estimated full year WTE pensionable pay for 2014/15 should be used (similar to treatment of new starters above).</p> <p>Health Boards should note that ancillary employments such as OOH, Bed Fund and sessional payments (not officer) for principal GPs should be pensioned from <b>1 April 2013 at 9.3%</b>. This will be corrected to the actual rate of PSD when the GPs annual certificate is processed.</p> <p>Tiers at the start of a scheme year are based on the previous year’s pensionable pay for the part of the employment current at 31 March / 1 April that falls after any change of contribution tier that occurred in the previous scheme year. That is, if a tier is changed part way through the previous year, the pensionable pay after the change is uprated to full year WTE and the previous pay ignored (i.e. the pensionable pay before the tier change is not used in the calculation). Once a tier has been set it is applied to all of the pensionable pay. For example a consultant earning £130k will pay 14.5% on the full £130K.</p> <p>If you require more information about the scheme or about your Pension please view the <a href="http://www.sppa.gov.uk">SPPA website www.sppa.gov.uk</a> or contact Tel: 01896 893100</p> <p><b>Practitioners and Non GP Partners</b></p> <table><tr><th>Tier</th><th>Total pensionable earnings for 2014/2015</th><th>Contribution rate in 2014/2015</th></tr><tr><td>1</td><td>Up to £15,431</td><td>5%</td></tr><tr><td>2</td><td>£15,432 to £21,387</td><td>5.6%</td></tr><tr><td>3</td><td>£21,388 to £26,823</td><td>7.1%</td></tr><tr><td>4</td><td>£26,824 to £49,472</td><td>9.3%</td></tr><tr><td>5</td><td>£48,473 to £70,630</td><td>12.5%</td></tr><tr><td>6</td><td>£70,631 to £111,376</td><td>13.5%</td></tr><tr><td>7</td><td>£111,377 and over</td><td>14.5%</td></tr></table> <p>Pensionable pay should be rounded down to the nearest pound.</p> <p>All medical practitioner and non GP partners will have their 2014/2015 contribution tier based on their total certified NHS pensionable income in 2014/2015 using the table above.</p> <p><b>Dental Practitioners</b> Dental Payments will arrange for the appropriate tiered contributions to be applied to the majority of dental practitioners (Dental Payments is part of PSD (a division of National Services Scotland) who deal directly with dental payments and superannuation contributions for dentists.)</p> <p>Further information and relevant forms are available on the <a href="#">PSD Website</a>.</p>	Tier	Total pensionable earnings for 2014/2015	Contribution rate in 2014/2015	1	Up to £15,431	5%	2	£15,432 to £21,387	5.6%	3	£21,388 to £26,823	7.1%	4	£26,824 to £49,472	9.3%	5	£48,473 to £70,630	12.5%	6	£70,631 to £111,376	13.5%	7	£111,377 and over	14.5%
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PERIOD OF NOTICE	You are required to give one months’ notice on termination of employment.																								
NHS HIGHLAND SECONDMENT PIN POLICY - TERMS & CONDITIONS OF EMPLOYMENT	<ul style="list-style-type: none"><li>In circumstances where NHS Highland seeks to second an employee, that Seconded is entitled to maintain their terms and conditions of employment except where mutually agreed otherwise.</li><li>In circumstances where an employee seeks a secondment opportunity, the advertised terms and conditions will apply. The employee should be made</li></ul>																								

	<p>aware of any changes this may mean for their pay or terms and conditions.</p> <ul style="list-style-type: none"> <li>Where the terms and conditions for the secondment opportunity are more generous than those applying to the Seconded's substantive post the terms and conditions of the secondment post will apply for the secondment period. For secondments outside the Seconding Organisation, any alterations to the employment contract, including to pay or other terms and conditions of employment, need to be fully discussed and agreed, and detailed in the secondment agreement.</li> <li>Where secondment is to a post of a higher grade, at the end of the secondment the Seconded will go back to the post on the terms and conditions that would have applied had they not been on secondment. Credit will be given for time spent at a higher grade in the event of any subsequent promotion, where appropriate.</li> </ul> <p>For further information please refer to the NHS Highland Secondment PIN Policy which is available on the NHS Highland Intranet page under Policies Library.</p>
<b>OCCUPATIONAL HEALTH SCREENING</b>	<p>Shortlisted applicants not currently employed by NHS Highland will be required to complete a medical questionnaire, following which they may be required to attend the Occupational Health Service for screening. All appointees are expected to comply with NHS Highland's Immunisation Policy.</p> <p><u>Additional Health Clearance for EPPs</u></p> <p>If this post involves Exposure Prone Procedures (EPP's), additional health clearance will be needed. Additional health clearance means being non-infectious for:</p> <ul style="list-style-type: none"> <li>HIV (antibody negative)</li> <li>Hepatitis B (surface antigen negative or, if positive, e-antigen</li> <li>Negative with viral load of 10<sup>3</sup> genome equivalent/ml or less); and</li> <li>Hepatitis C (antibody negative or, if positive, negative hepatitis C RNA).</li> </ul> <p>Additional checks must be completed before confirmation of an appointment to an EPP post, as the healthcare worker will be ineligible for appointment if found to be infectious.</p>
<b>REMOVAL EXPENSES</b>	<p>Assistance with removal and associated expenses may be given and should be discussed and agreed prior to appointment.</p>
<b>EXPENSES OF CANDIDATES FOR APPOINTMENT</b>	<p>Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application or refuse an offer of appointment.</p>
<b>SMOKE FREE POLICY</b>	<p><b><u>Smoke Free Highlands</u></b></p> <p>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 <a href="http://www.smokefreehighland.co.uk">www.smokefreehighland.co.uk</a>.</p> <p>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.</p> <p>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</p>

<b>CONFIDENTIALITY</b>	<p>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.</p> <p>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.</p>
<b>INDUCTION STANDARDS AND CODE OF CONDUCT</b>	<p>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 can be obtained on-line at <a href="http://www.hcswtoolkit.nhs.uk/">http://www.hcswtoolkit.nhs.uk/</a> or from your Employment Services Department.</p>
<b>ASYLUM AND IMMIGRATION ACT 1996</b>	<p>Under the Asylum and Immigration Act 1996, NHS Highland is required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.</p>
<b>REHABILITATION OF OFFENDERS ACT 1974</b>	<p>The Rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as "spent" after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are "spent" under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Highland.</p> <p>Any information given will be completely confidential.</p>
<b>DISCLOSURE SCOTLAND</b>	<p>Appointment to this post will be made subject to satisfactory screening by Disclosure Scotland. This post may be considered to require registration with the Protecting Vulnerable Groups (PVG) Scheme if it involves substantial access to children and vulnerable adults or a Standard Disclosure depending on the type of post. A PVG Scheme Record or 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 Scheme Record. It may also contain non conviction information held locally by the police, where this is considered relevant to the post.</p> <p>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, medical fitness and two references, all of which must be satisfactory in relation to the requirements of the post.</p>
<b>APPLICANTS WITH DISABILITIES</b>	<p>A disability or health problems does not preclude full consideration for the job and applications from people with disabilities are welcome. All information will be treated</p>

	<p>as confidential.</p> <p>NHS Highland guarantees to interview all applicants with disabilities who meet the minimum criteria for the post.</p> <p>You will note on our application form that we ask for relevant information with regard to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview.</p>
<b>KNOWLEDGE AND SKILLS FRAMEWORK (KSF)</b>	<p>To support personal development and career progression, there is an NHS Knowledge and Skills Framework which supports the process of annual development review and agreeing personal development plans.</p> <p>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.</p> <p>The first gateway in each pay band will be after one year in post.</p> <p>The position of the second gateway will vary between pay bands but will fall between the top three points of the pay band.</p>
<b>SCOTTISH WORKFORCE INFORMATION STANDARD SYSTEM (SWISS)</b>	<p><b>Data Statement</b></p> <p>The information that staff provide 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 employment. Any requests for information outwith the above will only be processed with individual consent (e.g. building society mortgage applications etc.)</p> <p>Staff 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. Managers may also hold information within your department. There will be no unauthorised access.</p>
<b>CAR FOR BUSINESS USE</b>	<p>If you are required to use your own car to carry out the duties of the post you must hold a full current driving licence and comprehensive car insurance which includes business use.</p>
<b>CHILDCARE VOUCHERS</b>	<p>For information relating to Childcare Vouchers please visit <a href="https://www.gov.uk">https://www.gov.uk</a></p>
<b>THE HIGHLAND CLINICAL RESEARCH FACILITY</b>	<p>The UHI Millennium Institute's (UHI) Clinical Research Facility, is housed on the ground floor within the Highland Diabetes Institute; phase III of the new Centre for Health Science building adjacent to the Raigmore Hospital site, it opened in January 2009.</p> <p>The Clinical Research Facility is a joint NHS/UHI initiative aiming to provide a high quality clinical environment in which participants can take part in research programmes safely according to ethically approved study protocols. It comprises a bedded clinical research unit in which patient monitoring may be conducted on a day case or 24 hour basis. The facility has the capacity to be used by departments or specialties within NHS Highland, UHI or other research institutions for clinical research.</p> <p>The facility is supported by the CRF Advisory Group and approved studies are reviewed by the CRF User's Group, It is staffed by a small team comprising a dedicated manager, research nurses, research pharmacist, part time pharmacy technician and administrative support under the leadership of a part time CRF Director, Prof Sandra MacRury.</p>
<b>HEALTHY WORKING LIVES</b>	<p>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</p>

	<p>have a direct impact on the health and well-being of the individual members of staff.</p> <p>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.</p> <p>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 <a href="mailto:susanbirse@nhs.net">susanbirse@nhs.net</a></p>
<b>EQUAL OPPORTUNITIES</b>	<p>The postholder will undertake his/her duties in strict accordance with NHS Highland's Equal Opportunities Policy.</p>
<b>FURTHER INFORMATION</b>	<p>For further information on NHS Highland, please visit our website on <a href="http://www.nhshighland.scot.nhs.uk">www.nhshighland.scot.nhs.uk</a></p>