

**AGENDA FOR CHANGE**  
**TERMS AND CONDITIONS OF SERVICE**  
**INTEGRATED STAFF BANK**

**QUALIFIED**  
**Band 5**

**Job Band and Salary**

This post is graded **Band 5**, under the NHS Agenda for Change grading system. The salary scale for a band 5 post is:- £25,100 to £31,649 per annum pro rata **(with effect from 01 April 2020)**

Appointment will normally be to a minimum of the scale unless you have previous NHS service in a relevant field. You will be remunerated at the full-time rate pro rata to actual hours worked. Your salary will be credited one month in arrears to a bank /building society of your choice.

Increments are applied after 1 years service only if you have worked 391 or more hours in the first year. If you have worked less than 391 hours you will not receive an increment until such time as that number of hours has been worked. Thereafter, the clock is reset and you will receive an increment each year (if you work 391 or more hours) or when you reach 391 hours worked.

**Hours of duty**

Membership of the Nurse Bank does not automatically entitle you to regular work; if Bank Workers are not required for service no placement will be offered. Conversely, as a Bank Nurse, you are not required to undertake any work which may be offered to you.

The work will be on a casual basis and your hours of work are as agreed between you and the Nurse Bank to meet the needs of the service. NHS Highland cannot require you to work at any time and the decision on whether or not to take up any offer of employment is one for you to make.

**Annual Leave Entitlement**

Bank Workers will be paid during periods of annual leave based on the hours worked prior to the leave being taken.

Breaks for annual leave may be taken at any time. It is important to ensure that hours worked are carefully recorded and collated, including how many hours are unsocial. Bank Workers will have to submit a claim/time sheet and inform the Nurse Bank when going on annual leave to ensure that they are paid the appropriate amount of statutory annual leave.

Breaks of over 4 weeks should be notified in advance in writing to the Nurse Bank.

**Uniforms/Protective Clothing**

A Uniform and protective clothing is issued and must be worn as appropriate. All uniforms and protective clothing remain the property of NHS Highland and must be returned on termination of employment.

**Registration with the NMC**

It is essential that all Staff Nurses employed by NHS Highland possess and maintain current registration with the NMC for the entire period of employment.

## 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](http://www.sppa.gov.uk)

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

From 1 April 2018 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 £16,928	5.2%
2	£16,929 to £22,439	5.8%
3	£22,440 to £27,910	7.3%
4	£27,911 to £51,481	9.5%
5	£51,482 to £73,498	12.7%
6	£73,499 to £114,760	13.7%
7	£114,761 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 £16,928	5.2%
2	£16,929 to £22,439	5.8%
3	£22,440 to £27,910	7.3%
4	£27,911 to £51,481	9.5%
5	£51,482 to £73,498	12.7%
6	£73,499 to £114,760	13.7%
7	£114,761 and above	14.7%

Pensionable pay should be rounded down to the nearest pound.

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 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.

### **BANK WORKERS – MEMBERSHIP OF NHS SUPERANNUATION SCHEME ( SCOTLAND)**

Pension contributions will be deducted from payments for bank work and service within the NHS Superannuation Scheme will accrue on each shift worked to build up pension benefits on the bank service or to add the bank service to superannuable service accrued in other employments. The accrual rate and most conditions are the same for bank workers and non bank employees however one important difference is that death in service cover does not apply to staff that are not in active pensionable employment (i.e. working in a ward/department/work area and paying contributions to the scheme). Being registered on the bank but not actively working is not regarded as being in pensionable employment.

### **Sickness**

If for any reason you are unable to fulfill a shift due to sickness you must contact the Nurse Bank Office as soon as possible.

Sickness absences exceeding 3 days must be covered by either a self or medical certificate, (as appropriate).

### **Sick Pay Scheme**

Dependant on your meeting the necessary criteria **you may have entitlement** to Statutory Sick Pay (SSP) or DSS Sickness Benefit. In these cases, submission of the Notification of Sickness Certificate (SC2) for the fourth to seventh days of sickness is required, followed by medical certificates from your G.P should your illness continue into a second week and forwarded to the Nursing and Midwifery Nurse Bank Office.

### **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 Bank Work is conditional on such certification. All appointees are required to comply with NHS Highland's Immunisation Policy

### **Additional Health Clearance for EPPs**

If this post involves Exposure Prone Procedures (EPP's), additional health clearance will be needed. Additional health clearance means being non-infectious for:

- HIV (antibody negative)
- Hepatitis B (surface antigen negative or, if positive, e-antigen
- Negative with viral load of 10<sup>3</sup> genome equivalent/ml or less); and
- Hepatitis C (antibody negative or, if positive, negative hepatitis C RNA).

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.

### **Standard Health Clearance**

All new healthcare workers, including students, who will have direct clinical contact with patients (as opposed to casual or social contact):

- Have checks for tuberculosis disease/immunity;
- Are offered hepatitis B immunization, with post-immunization testing of response: and
- Are offered tests for hepatitis C and HIV

To be clear in the case of hepatitis B the only requirement is the offer of immunization and testing; there is no requirement for a health care worker to commence, complete or agree to immunization and testing. Like wise in the case of hepatitis C and HIV the only requirement is that the health care worker be offered tests. Health care workers are not required to undertake such tests.

These standard health clearance checks should be completed pre-appointment before clinical duties commence.

### **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 senior 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 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 is also regarded as a breach of confidence and may lead to disciplinary action.

### **Rehabilitation of Offenders Act 1974 & ( Exceptions) Order 1975**

Because of the nature of the work this post has been excepted from the provisions of the Act and you are therefore required not to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action.

During employment you must inform the Clinical Nurse Lead of any new conviction.

### **Disclosure Scotland (Protecting Vulnerable Groups – PVG Scheme)**

Appointment to this post will be made subject to satisfactory screening by Disclosure Scotland. This post is considered to require registration with the Protecting Vulnerable Groups (PVG) Scheme as it involves substantial access to children and vulnerable adults. A PVG Scheme Record 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.

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.

New members requiring to join the Protecting Vulnerable Groups (PVG) scheme and who are appointed to posts in Afc bands 5 and above are responsible for the payment of the required fee of £59.

### **Identity Badge Policy**

NHS Highland has a policy that all staff will be issued with and required to wear an Identity Badge at all times when on duty. If your badge needs replacing for any reason you are required to contact the Nurse Bank to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned to the Nurse Bank office when you leave the Nurse Bank.

### **Equal Opportunities**

NHS Highland affirms that all Workers should be afforded equal opportunities, in accordance with its Equal Opportunities Policy.

### **No Smoking Policy**

A No Smoking Policy applies to all NHS Highland Bank Workers.

When selecting new Workers NHS Highland does not discriminate against applicants who smoke but applicants who accept an offer of work will in doing so agree to observe NHS Highland's policy on No Smoking Policy.

### **Scottish Workforce Information Standard System (SWISS)**

#### **DATA STATEMENT**

The information that Workers 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.)

Bank Workers 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. Information will also be held on your personal file. There will be no unauthorised access.

#### **Knowledge & Skills Framework (KSF)**

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.

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 pay band.

#### **Car for Business Use**

If you are required to use your own car to carry out the duties of the post you must hold a current driving licence and comprehensive car insurance which includes business use.

#### **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](mailto:susanbirse@nhs.net)

#### **The Highland Clinical Research Facility**

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.

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.

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.