

## **AGENDA FOR CHANGE**

### **TERMS AND CONDITIONS OF SERVICE**

#### **HEALTHCARE SUPPORT WORKER - PAY BAND 2**

##### **Job Band and Salary**

This post is graded Band 2, under the NHS Agenda for Change grading system. The salary scale for this post is:- £19,609 to £21,615 per annum pro-rata if part-time. **(with effect from 01 April 2021)**

If you are part time you will be remunerated at the full time rate pro rata to actual hours worked. In addition you will be entitled to a payment for unsocial hours when and as they are worked. 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.

##### **Hours of duty**

The hours of this post will be per week, excluding mealtimes, and the normal days of duty will be as required to meet the needs of the service. This post is offered on a permanent/temporary contract.

#### **NHS HIGHLAND SECONDMENT PIN POLICY - TERMS & CONDITIONS OF EMPLOYMENT**

- In circumstances where NHS Highland seeks to second an employee, that Secondee is entitled to maintain their terms and conditions of employment except where mutually agreed otherwise.
- In circumstances where an employee seeks a secondment opportunity, the advertised terms and conditions will apply. The employee should be made aware of any changes this may mean for their pay or terms and conditions.
- Where the terms and conditions for the secondment opportunity are more generous than those applying to the Secondee'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.
- Where secondment is to a post of a higher grade, at the end of the secondment the Secondee 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.

For further information please refer to the NHS Highland Secondment PIN Policy which is available on the NHS Highland Intranet page under Policies Library or contact NHS Highland Personnel Department, Assynt House, Inverness on 01463 706722.

##### **Uniforms/Protective Clothing**

A uniform and protective clothing is issued and must be worn as appropriate. The appointee is responsible for laundering of the uniforms as required. All uniforms and protective clothing remain the property of NHS Highland and must be returned on termination of employment.

##### **Annual Leave and Public Holidays**

The leave year runs from 01 April to 31 March and annual leave entitlement and public holiday entitlement will be:-

<b><u>Length of Service</u></b>	<b><u>Annual leave entitlement and Public Holiday Allocation</u></b>
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

All the above entitlements are based on a working day of 7.5 hours and will be applied on a pro rata basis for part-time staff.

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

### **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.

<b>Tier</b>	<b>Whole time equivalent pensionable earnings</b>	<b>contribution percentage rate</b>
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.

### **Minimum Notice**

The postholder is required to give, and is entitled to receive, a minimum period of **one months'** notice of termination of employment.

### **Sick Pay Scheme**

The Conditions of Service provide for operation of a scheme related to length of service.

Staff should keep managers informed of the likely duration of absence and should ring 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.

### **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.

### **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 payband.

### **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 can be obtained on-line at [www.hcswtoolkit.nes.scot.nhs.uk](http://www.hcswtoolkit.nes.scot.nhs.uk) or from your Employment Services Department.

### **NHS Highland 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.

All new members of staff will be required to sign an NHS Highland Confidentiality Statement.

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

Because of the nature of the work this post has been exempted 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 your Line Manager 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.

### **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 your Supervisor to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned when you terminate your employment.

### **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 full current driving licence and comprehensive car insurance which includes business use.

### **Equal Opportunities in Employment**

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

### **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](http://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 its buildings or in its 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.

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

#### **DATA STATEMENT**

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.)

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.

### **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.