

**NHS Forth Valley**

**Candidate Information Pack**

**Introduction to NHS Forth Valley**

Thank you for your interest in applying to work within NHS Forth Valley. As an organisation, we are responsible for providing health services and improving the health for the population of Forth Valley.

Forth Valley is in the heart of Scotland and covers a wide and varied geographical area from Killin and Tyndrum in the North, Strathblane in the West and Bo’ness in the South.

It is an exciting place to live and work. Its diverse and rich cultural history includes the ancient city of Stirling, once the country’s capital, Falkirk, home of the world’s only rotating boat lift and Clackmannanshire, in the shadow of the Ochil Hills.

It embraces world-class crowd-pullers, like Stirling Castle, and Scotland’s first National Park which takes in Loch Lomond and the Trossachs. Add to this great shopping, leisure and arts facilities and cinemas, plus a healthy dose of fresh air with plenty of opportunities for hillwalking, golf, cycling and even paragliding!

Transport links are second to none with excellent rail services to all major cities and a motorway network which accesses Edinburgh and Glasgow within an hour and brings stunning scenery within easy reach. The area is also noted for excellent schools, both state and independent, and for the friendliness of its people.

**Further information about NHS Forth Valley and the services we provide can be found at our website: nhsforthvalley.com**

**Terms & Conditions Overview**

Terms and Conditions: The terms and conditions of service are those laid down by the **Agenda for Change Handbook**.

Salary Scale: The Agenda for Change salary scale for the post will be contained in the recruitment advertisement. The salary scale is based on working full-time, 37.5 hours per week and will be pro-rata for part-time.

Staff taking up a new appointment with NHS Forth Valley will normally enter the scale at the minimum of the pay band/range. Any appointments above the lowest point of the pay band/range will be subject to verification of previous NHS service, or experience outside the NHS, which is given in recognition of relevant complete years of experience.

Hours: The hours for the post will be contained in the recruitment advertisement.

 Employees may be required to vary the pattern of their working week subject to the exigencies of the service.

H.C.S.W Mandatory Your performance must comply with the “Mandatory

Induction standards Induction Standards for Healthcare Support Workers

(if applicable) in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers, both as amended from time to time. These documents can be found at www.workinginhealth.com/standards/healthcaresupportworkers

Duration: The duration for the post will be contained in the recruitment advertisement.

Annual Leave: 27 days rising to 29 days after 5 years service and to 33 days after 10 years service plus 8 public holidays (pro rata).

 or

 202.5 hours rising to 217.5 hours after 5 years service and to 247.5 hours after 10 years service plus 60 hours public holiday (pro-rata).

Superannuation: The post is superannuable under the Scottish Public Pensions Agency Scheme and your remuneration will be subject to deduction unless you choose to opt out of the scheme.

Right to Work in the UK NHS Forth Valley has an obligation to ensure it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK Border Agency. We are required to check the entitlement to work in the UK for all prospective employees, regardless of nationality or job category.

Medical Examination: No appointment can be confirmed until a satisfactory medical examination has been undergone.

Protection of Vulnerable Groups

and the Disclosure of Criminal Information:

NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:

* For posts in regulated work – Protection of Vulnerable Groups Scheme membership
* For all other posts which are subject to a criminal conviction record check – A Police Act check
* For posts not subject to a criminal conviction record check – A self-declaration

Secondments Employees of NHS Forth Valley who are interested in

(if applicable) pursuing a secondment opportunity should initially discuss the implications of this with their immediate line manager in order to gain their support. Please refer to the secondment policy of the NHS Forth Valley intranet for more information.

NHS Knowledge and The NHS Knowledge and Skills Framework (KSF)

Skills Framework defines and also describes the knowledge and skills that NHS employees need to apply in their work in order to deliver quality services. It provides a single, consistent, and comprehensive framework on which to base review and development for all employees.

 KSF will apply to all NHS employees except doctors, dentists and senior and executive level managers. The purpose of the KSF is:

* To support the effective learning and development of all staff, providing the resources to do so.
* To support the development of individuals in the post to which they are employed, so that they are effective at work and are clear about what is required of them.
* To promote equality and diversity.

Confidentiality: In the course of your duties you may have access to confidential information concerning patients or staff. Unauthorized disclosure or removal of information may lead to consideration of disciplinary action.

Equality in Employment: NHS Forth Valley fully supports the principle of equality in employment and opposes all forms of unlawful and / or unfair discrimination which cannot be shown to be justified. NHS Forth Valley is committed to ensuring equality of treatment for both present and potential employees.

Tobacco Policy: It is the policy of NHS Forth Valley to discourage the habit of smoking within the organization and to provide a smoke free environment.

The NHS Forth Valley policy is to establish no smoking as the norm and smoking is not permitted anywhere within NHS Forth Valley premises including residences and grounds.

The Occupational Health Service will assist members of staff who wish to stop smoking by providing or facilitating the following services:

* Information on smoking and ways to stop
* Personal support
* Health Education materials and helpline numbers
* Nicotine replacement therapy
* Smoking Cessation support

Copies of the Tobacco Policy are available from HR Advisors or via the NHS Forth Valley Intranet.

Health & Safety: All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following NHS Forth Valley policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work.

Partnership Agreement: Contributing to the development of partnership working by: supporting NHS Forth Valley in delivering its goals and objectives; supporting continuous improvement in own performance and the performance of the department, directorate and NHS Forth Valley; attending training, development and other activities aimed at improving own skills and for the benefit of the organisation and patient care.

Parking Permits: Please note that taking up an offer of employment at Forth Valley Royal Hospital does not automatically trigger the issuing of a staff parking permit.

Limited staff parking permits are available for Forth Valley Royal Hospital. Staff need to apply for these and a link to the application is below:

http://nhsforthvalley.com/wp-content/uploads/2014/02/FVRH-Car-Parking-Application.pdf

Applications will be scored and placed at the appropriate level on the waiting list. As it is likely that it will take some considerable time for a parking permit to be issued to you, you should look to alternative transport, such as public transport and information on this can be found at:-

http://www.travelinescotland.com/welcome.do