

Reporting to:	Trust Board, 26 February 2015
Title	HR Policy Papers
Sponsoring Director	Victoria Maher, Workforce Director
Author(s)	Victoria Maher, Workforce Director
Previously considered by	TNCC
Executive Summary	<p>These policy has been to the TNCC meeting in February 2015</p> <p>HR11 Payment Protection policy has been updated to reflect changes to the length of pay protection and the section on excess travel entitlements has been changed.</p> <p>This policy has been agreed by Staff Side representatives.</p> <p>HR64 Sponsorship of Secondment of Healthcare Workers for Professional Registration Training</p> <p>This policy has been updated to clarify the application and selection process, the eligibility criteria, the requirements for maintaining contact during training and the conditions for withdrawal should this be required.</p> <p>This policy has also been agreed by Staff Side representatives.</p>
Strategic Priorities	
1. Quality and Safety	<input type="checkbox"/> Reduce harm, deliver best clinical outcomes and improve patient experience through our Quality Improvement Strategy
2a) Healthcare Standards: Operational Performance Standards	<input type="checkbox"/> To develop a transition plan, with supporting mitigation actions and contingency plans, that ensures the safety and short term sustainability of challenged clinical services. 2014/15 <input type="checkbox"/> To address the existing capacity shortfall and process issues to consistently deliver national healthcare standards. 2014/15 <input type="checkbox"/> To undertake a review of all current services at specialty level to inform future service and business decisions. 2015/16
2b) Healthcare Standards: Service Reconfiguration	<input type="checkbox"/> Complete and embed the successful reconfiguration of Women and Children's services
3. People and Innovation	<input type="checkbox"/> Develop a sustainable long term clinical services strategy for the Trust to deliver our vision of future healthcare services through our Future Fit Programme <input type="checkbox"/> Develop our leaders and promote staff engagement to make our organisation a great place to work through our People Strategy <input type="checkbox"/> Develop a robust Investment Strategy to modernise our equipment and estate to support service transformation and increase productivity through the use of technology)
4 Community and Partnership	<input type="checkbox"/> Embed a customer focussed approach and improve relationships with our GPs through our Stakeholder Engagement Strategy
5 Financial Strength: Sustainable Future	<input type="checkbox"/> Develop a transition plan that ensures financial sustainability and addresses liquidity issues pending the outcome of the Future Fit Programme

Board Assurance Framework (BAF) Risks	<input type="checkbox"/> If we do not deliver safe care then patients may suffer avoidable harm and poor clinical outcomes and experience <input type="checkbox"/> If we do not implement our falls prevention strategy then patients may suffer serious injury <input type="checkbox"/> Risk to sustainability of clinical services due to potential shortages of key clinical staff <input type="checkbox"/> If we do not achieve safe and efficient patient flow and improve our processes and capacity and demand planning then we will fail the national quality and performance standards <input type="checkbox"/> If we do not have a clear clinical service vision then we may not deliver the best services to patients <input type="checkbox"/> <i>If we do not get good levels of staff engagement to get a culture of continuous improvement then staff morale and patient outcomes may not improve</i> <input type="checkbox"/> If we are unable to resolve our (historic) shortfall in liquidity and the structural imbalance in the Trust's Income & Expenditure position then we will not be able to fulfil our financial duties and address the modernisation of our ageing estate and equipment
Care Quality Commission (CQC) Domains	<input type="checkbox"/> Safe <input type="checkbox"/> Effective <input type="checkbox"/> Caring <input type="checkbox"/> Responsive <input type="checkbox"/> <i>Well led</i>
<input type="checkbox"/> Receive <input type="checkbox"/> Review <input type="checkbox"/> Note <input type="checkbox"/> Approve	Recommendation The Board to APPROVE the implementation of this policy from the date of the Trust Board.

Protection of Pay (Trust Reorganisations)

Human Resources Policy No: HR11

Additionally refer to: HR38 Management of Organisational Change

HR13 Reimbursement of Travel, Accommodation and Subsistence Expenses

Version:	V4.4
V3 issued	August 2010
V4 approved by	TNCC
V4 date approved	Date approved
V4 Ratified by:	Committee name
V4 Date ratified:	Date ratified
Document Lead	Workforce HUB Lead
Lead Director	Workforce Director
Date issued:	
Review date:	Within 12 months of approval
Target audience:	All staff

C Version Control Sheet

Document Lead/Contact:	Liz Walton, Workforce HUB Lead
Document ID	HR11
Version	4.4
Status	
Date Equality Impact Assessment completed	2.10.14
Issue Date	
Review Date	
Distribution	Please refer to the intranet version for the latest version of this policy. Any printed copies may not necessarily be the most up to date
Key Words	Protection of pay,
Dissemination	Staff Quarterly Update; HR pages on Intranet; HR Reports

Version history

Version	Date	Author	Status	Comment
V.4.1	27.11.13	Liz Walton	DRAFT	Amendment to format to comply with NHSLA standards
V4.4	2.10.14	Liz Walton	DRAFT	Amendments to entitlement. Clarification of definitions

D1 Document Template

Contents – the following elements must be included where appropriate

Paragraph		Page
1	Policy Statement	4
2	Overview	4
3	Definitions	5
4	Duties	6
5	Policy detail	6
6	Appeals	9
7	Training needs	10
8	Review process	10
9	Equality Impact Assessment	10
10	Process for monitoring compliance	10
11	References	10
12	Associated Documentation	10

1. POLICY STATEMENT

- 1.1 The Trust places great importance on its the ability to identify the need for change and to manage that change, taking into account the organisational objectives and the need to continuously improve services for patients as well as the aspirations and wellbeing of its employees.
- 1.2 This policy is intended to mitigate any adverse financial impact on individuals affected by organisational change by providing pay protection as an alternative to redundancy. The policy should be read in conjunction with the Management of Organisational Change policy (HR38).
- 1.3 There is no automatic right to protection of pay under this policy as an alternative to redundancy.
- 1.4 The policy applies to all relevant changes implemented on or after (*date this policy is approved by Trust Board*). Individuals affected by change management processes on which the formal consultation with TNCC began before this date will be eligible for protection under the policy in existence at that time.

2. OVERVIEW

- 2.1 This policy applies to all staff employed on Agenda for Change and Medical and Dental terms and conditions of service (except doctors in training) who have two years' continuous service with the Trust from the date of implementation of the change. The policy does not apply to Trust Board Directors, however the Remuneration Committee has discretion as to whether these or similar arrangements should apply to individual Trust Board Directors affected by organisational change.
- 2.2 The arrangements in this policy cover individuals who suffer a reduction in basic pay or other regular earnings or incur additional travel costs as a result of management initiated organisational change.
- 2.3 The arrangements apply to individuals who are affected by organisational change and therefore exclude:
 - changes requested by individuals or their representatives
 - changes made by mutual agreement between an individual and management
 - changes which result from normal job rotations, training programmes, changes in staffing levels (e.g on on-call rotas), secondments, acting up or similar normal business variations
 - changes made to Additional Programmed Activities for medical staff
 - changes which result from redeployment due to ill health or disability
 - changes which result from redeployment or downgrading agreed following disciplinary action
 - changes to national terms and conditions
 - changes made on redeployment at the end of a fixed term contract.
- 2.5 Each subsequent change of post due to an organisational change covered by this agreement will attract protection in its own right.
- 2.6 In implementing this policy, managers must ensure that all staff are treated fairly and within the provisions and spirit of the Trust's Equality & Diversity Policy (HR01).

Special attention should be paid to ensuring the policy is understood when using it for staff new to the NHS or Trust, by staff whose literacy or use of English is weak or for persons with little experience of working life.

3. DEFINITIONS

3.1 **Basic Pay** is exclusively the monthly sum due in respect of salary for the worked hours that are fixed by contract of employment to a maximum of 37.5 hours per week. For the avoidance of doubt, basic pay does not include unsocial hours payments, on-call earnings, stand-by payments, responsibility allowances, contractual or non-contracted overtime, payment for additional clinical activities, clinical excellence award payments, waiting list initiatives or earnings in a “bank” post.

3.2 **Other earnings** are exclusively the average monthly earnings in the twelve months immediately prior to the date of implementation of the change, due in respect of the sum of the following elements, providing they are a regular requirement of the job:

- Unsocial hours earnings
- On call earnings related to time worked or availability for work
- Contractual overtime (i.e. regularly rostered)
- Recruitment and Retention Premia

For the avoidance of doubt, other earnings do not include non-contracted overtime, payment for additional clinical activities, clinical excellence award payments, waiting list initiatives or earnings in a “bank” post.

3.3 **Excess travel expenses** are the actual daily additional travelling expenses incurred when an individual transfers to a new base as a result of management initiated organisational change.

3.4 **Protected Pay** is the total amount earned including basic pay and other earnings but excluding excess travel expenses.

3.5 The **Protection Period** is the length of service during which pay will be protected, beginning with the date of implementation of the change.

3.6 **Mark time** means that pay is not increased by general pay awards, incremental or other progression.

3.7 **Downgrading** occurs when the new post, irrespective of its job title, carries a salary maximum lower than that applying to the current post or lower than the individual’s personal salary point if on a personal grade.

3.8 **A more senior post** is one which carries a salary maximum higher than that applying to the current post or higher than the individual’s personal salary point if on a personal grade.

4. DUTIES

In order to support any significant organisational change implemented in accordance with the Trust's Management of Organisational Change (Policy)HR38), the following will apply:

- 4.1 Executive Directors are responsible for:
 - ensuring that they are familiar with this policy and their staff understand it;
 - ensuring that organisational change supports the Trust's objectives;
- 4.2 Care Group Managers or the equivalent Heads of a corporate function are responsible for:
 - ensuring that they are familiar with this policy and their staff understand it;
 - reviewing service needs and ensuring that organisational change supports the Trust's objectives;
 - ensuring that this policy is applied fairly and consistently;
- 4.3 Managers are responsible for:
 - ensuring that they are familiar with this policy and their staff understand it;
 - ensuring that this policy is applied fairly and consistently;
 - ensuring that individuals are informed in writing of their entitlement to Pay Protection and their right of appeal;
 - providing Pay Services with appropriate information to ensure staff affected are paid correctly;
 - ensuring that individuals who are in receipt of Pay Protection have access to information about posts at their protected pay level and encouraged to apply for them.
- 4.4 Employees are responsible for:
 - ensuring that they have read and are familiar with this policy;
 - applying for suitable posts at their protected pay level within the Trust.

5. POLICY DETAIL

5.1 General Principles

- 5.1.1 The Trust will consult with staff and their accredited representatives in advance of the implementation of any significant organisational change in accordance with the Trust's Management of Organisational Change Policy (HR38). Individuals will be entitled to representation by their Trade Union/Professional Organisation representative or accompanied by a colleague employed by the Trust at any meetings to discuss organisational change and/or pay protection arrangements.
- 5.1.2 Individuals have the right to refuse to accept Pay Protection. In these circumstances Pay Protection will not be paid on any aspects of basic pay or other earnings and Pay Protection cannot be reinstated at a later date. Individuals wishing to exercise this right must do so in writing to their line manager before the pay protection arrangement commences.
- 5.1.3 Eligibility for pay protection will be lost if an individual rejects a reasonable offer of suitable alternative employment.

5.1.4 Staff who are on pay protection are encouraged to apply for jobs within the Trust that attract a rate of pay equivalent to the protected level and the Trust reserves the right to offer posts that are considered suitable by management. In such cases the individual may be in competition with other applicants. If an employee who is in receipt of pay protection unreasonably refuses to accept any offer of suitable alternative employment within the Trust, protection will cease with effect from the date the offer is refused.

5.1.5 In **all** cases, protection will be on a mark time basis.

5.1.6 During the period of protection, all terms and conditions other than those covered by pay protection will be those applicable in the new post with immediate effect from the date of transfer.

5.1.7

Continued payment during the period of protection is conditional on the employee participating in the reasonable allocation of overtime, shift working or additional duties which may be required, without additional payment until the level of pay protection has been reached on a month by month basis. Reasonable means in the context of both the new role and what other comparable members of the team are being required to work. If an employee repeatedly refuses such work, the manager will discuss their concerns with them to review the arrangements. A record of this discussion must be kept on the individual's personal file. If the employee is considered to have unreasonably refused such work, protection of pay may be stopped with immediate effect. The outcome of this discussion will be confirmed in writing to the employee. This matter must be discussed with an HR Advisor before payment is stopped.

5.2 Entitlement to Pay Protection

5.2.1 An individual who has been continuously employed by the Trust for two years prior to the date of implementation of the change will be entitled to protection of pay as follows:

Length of continuous Trust service	Protection of Basic Pay	Protection of Other Earnings
2 years	24 months	6 months

5.3 Calculation of Protected Pay

5.3.1 Protection of Basic Pay and Protection of Other Earnings will be combined to determine the overall level of Protected Pay on a monthly basis.

5.3.2 Total earnings in the changed arrangement including basic pay and the combined other earnings will be off-set against Protected Pay. If, for any pay period, total earnings in the new post exceed Protected Pay, protection will be extinguished and earnings in the changed arrangement or new post or arrangement only will be paid in full for that pay period.

5.3.3 Basic pay will be the rate of salary payable on the day before the effective date of the change.

5.3.4 Other earnings to be protected will be calculated based on the average combined monthly earnings from the relevant pay elements in the twelve month period ending the day before the effective date of the change. In the case of staff on maternity/adoption leave or on an employment break, earnings will be based on the three month period immediately prior to the start of the absence.

5.4 Entitlement to Excess Travel Expenses

5.4.1 An individual who has been continuously employed by the Trust for two years prior to the effective date of the change will be entitled to Excess Travel Expenses where, as a result of a management initiated organisational change, they incur additional travel costs as a result of transferring their work base. The level of entitlement is as follows:

Length of continuous Trust service	Excess Travel Entitlement
2 years	24 months

Excess Travel Expenses are calculated as the difference between the distance travelled from home to the work base before the change and the distance travelled from home to the new work base, usually determined with reference to Googlemaps. Expenses will be paid at the Reserve Rate in accordance with Agenda for Change Terms and Conditions

5.4.2 Excess travel expenses must be claimed through the Trust Travel Expenses Claim process on a monthly basis in respect of actual journeys undertaken. Excess travel expenses may not be claimed if the journey is not undertaken, for example during annual leave or if the individual travels with someone else.

5.4.3 There is no entitlement to additional or paid travelling time.

5.5. Payment of Pay Protection and Excess Travel Expenses

5.5.1 Where applicable, Pay Protection and payment of Excess Travel Expenses will begin from the date of transfer into the new role or working arrangements and will be confirmed in writing to the employee.

5.5.2 Pay Protection will cease and the employee will revert to the salary of the new arrangement:

- at the end of the Protection Period;
- if they are subsequently appointed to a post which attracts a basic salary that is higher than the basic pay in the original post;
- if, on a month by month basis, total earnings in the new arrangements exceed Protected Pay, pay protection will not be paid for that month;
- if their employment is terminated;
- if they voluntarily change their job to one that attracts a lower salary than their original role.

- 5.5.3 If the individual is promoted to a more senior post but with pay still less than their existing protected pay level, the period of protection will continue according to the original agreement.
- 5.5.4 If, during a period of protection, the individual becomes adversely affected by a subsequent organisation change and is eligible for another period of protection, the two entitlements will run concurrently.
- 5.5.5 If, during the period of protection, an individual requests a reduction in contracted hours of work in accordance with the Trust's Flexible Working Policy, earnings will continue to be protected until the end of the existing period of protection but the protected amount will be reduced on a pro-rata basis.
- 5.5.6 If an employee requests an increase in contracted hours of work, protection will continue only if the total earnings remain lower than the protected amount. Where the increase in contracted hours results in an overall increase in total earnings above the value of Protected Pay, protection will cease from the date of the change.

5.7 Pensions

Under the provisions of the NHS Pension Scheme, staff may apply to preserve their pension benefits, based on the previous level of pay, where through no fault of their own they are downgraded. All such applications must be made within three months of the date from which pensionable salary is to be reduced eg the end of the pay protection period. Staff who wish to consider this option or would like further information on how the change may affect their pension, should liaise with Pay Services Department at the earliest opportunity.

6. APPEALS

- 6.1 Employees have a right of appeal if they believe that the conditions of this policy have not been applied correctly. Any individual wishing to exercise this right must write to the designated manager within 14 calendar days after receipt of the letter confirming their entitlement or not to Pay Protection.
- 6.2 Employees also have a right of appeal where any issues arise subsequently during the Pay Protection period. Any individual wishing to exercise this right must do so in writing to the designated manager.
- 6.3 The person to whom the appeal should be addressed will be as stated in the letter confirming their entitlement to Pay Protection, typically the next level of management.
- 6.4 The lodging of an appeal will not suspend any action taken to reduce an individual's pay in accordance with this policy. However, where the appeal is successful, any loss of earnings resulting from the action will be reimbursed.
- 6.5 The manager hearing the appeal will arrange a meeting, normally within 14 calendar days, at which the employee may be accompanied by an accredited representative of a Trade Union/Professional Organisation or colleague employed by the Trust.
- 6.6 Where an individual or their representative cannot attend a formal review meeting, it will be rescheduled to a mutually agreed date as quickly as possible and normally within 14 calendar days of the original date.

6.7 In the event that either the employee or their representative fails to attend the rescheduled meeting, the appeal hearing will proceed in their absence and a decision made based upon the evidence available.

6.8 The decision of the manager hearing the appeal is final.

6.9 The manager hearing the appeal will confirm the outcome in writing to the employee, with a copy to the employee's representative, normally within seven calendar days of the hearing.

7. TRAINING NEEDS

Training requirements to fulfil this policy will be provided in accordance with the Trust's Training Needs Analysis. Management and monitoring of training will be in accordance with the Trust's Risk Management Training Policy. These can be accessed via the Learning Zone pages on the Trust's intranet.

8. REVIEW PROCESS

The Trust will review this policy when there are changes to relevant legislation or good practice, or within the normal policy review cycle.

9. EQUALITY IMPACT ASSESSMENT (EQIA)

This policy applies to all employees equally and does not discriminate positively or negatively between protected characteristics.

10. PROCESS FOR MONITORING COMPLIANCE

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Policy statement	Review of policy when updated	Workforce Hub Lead	On policy review	TNCC
Duties	Review of policy when updated	Workforce Hub Lead	On policy review	TNCC
Effectiveness of procedure	Review of policy when updated	Workforce Hub Lead	On policy review	TNCC

11. REFERENCES

12. ASSOCIATED DOCUMENTATION

HR13 Reimbursement of Travel, Accommodation and Subsistence Expenses

HR38 Management of Organisational Change

Secondment of Healthcare Workers for Professional Registration Training

Human Resources Policy No: HR64

Additionally refer to: HR03 Policy for Secondments ([link to intranet](#))
 HR10 Employee Appraisal and Development Review ([link to intranet](#))
 HR33 Recruitment ([link to intranet](#))
 HR59 Development and Training Support ([link to intranet](#))

Version:	V3
V2 issued	January 2009
V3 approved by	TNCC Policy Approval Group
V3 date approved	February 2015
V3 ratified by:	Trust Board
V3 date ratified:	February 2015
Document Lead	Head of Workforce Assurance
Lead Director	Workforce Director
Date issued:	March 2015
Review date:	March 2018
Target audience:	All staff wishing to receiving funding for secondment to professional clinical training (excluding Medical and Dental Staff)

Document Lead/Contact:	Sarah Bloomfield
Document ID	HR64
Version	3.1
Status	Final
Date Equality Impact Assessment completed	23 rd January 2015
Issue Date	March 2015
Review Date	March 2018
Distribution	Please refer to the intranet version for the latest version of this policy. Any printed copies may not necessarily be the most up to date
Key Words	Secondment,
Dissemination	Staff Quarterly Update; HR pages on Intranet; HR Reports

Version history

Version	Date	Author	Status	Comment
3.1	26.11.13	Liz Walton	DRAFT	Amendment to format to comply with NHSLA standards Title change Eligibility defined Process for application for secondment defined in detail

Contents

Paragraph		Page
1	Policy Statement	4
2	Overview	4
3	Definitions	4
4	Duties	5
5	Eligibility	7
6	Financial Arrangements	7
7	Contractual Arrangements	7
8	Selection of Healthcare Workers for Professional Registration or Second Registration Training	8
9	Maintaining Contact	9
10	Attrition or Intermission	9
11	Appointment to Registered Posts	10
12	Training needs	10
13	Review process	10
14	Equality Impact Assessment	10
15	Process for monitoring compliance	10
16	References	11
17	Associated Documentation	11
Appendices		
Appendix A	Application for secondment for Professional or Second Registration Training	

1 POLICY STATEMENT

- 1.1 This policy outlines the process in place for Healthcare Workers to obtain secondment from the organisation to undertake training for a professional registration or second registration using funding from Health Education West Midlands.
- 1.2 This policy applies to all staff employed by the Trust including those employed via the Temporary Staffing Department working in a clinical or therapeutic role providing direct patient care. It does not apply to agency staff, external secondees working temporarily with the Trust or other individuals who are not directly employed by the Trust. Any concerns will be raised with the appropriate organisation.
- 1.3 In implementing this policy, managers must ensure that all staff are treated fairly and within the provisions and spirit of the Trust's Equality & Diversity Policy (HR01). Special attention should be paid to ensuring the policy is understood when using it for staff new to the NHS or Trust, or by staff who may have an essential skills need in literacy or those whose first language is not English or for persons with little experience of working life.

2 OVERVIEW

- 2.1 Health Education West Midlands can make available funding each year to enable:
 - a) individuals employed in healthcare support roles to undertake professional registration training
 - b) professionally registered clinical staff to undertake qualifications for second registration.

The Trust is committed to ensuring that support for such training and access to this funding is fair and equitable.

- 2.2 Allocation of secondment funding will be based on a robust selection process and will be consistent with identified workforce and business needs.
- 2.3 Secondment will be subject to individuals obtaining placements on relevant courses with approved higher education institutions within the West Midlands region, as per Health Education West Midlands criteria
- 2.4 Individuals seconded to professional registration or second registration training will retain their contractual terms and conditions of employment with the Trust for the duration of the training, other than remuneration arrangements (see Section 7.1.1) and annual leave entitlement (see Section 7.1.2).
- 2.5 On successful completion of training, seconded Healthcare Workers must actively seek employment as a registered practitioner. If no registered posts are immediately available, individuals will return to a suitable Healthcare worker post within their care group.
- 2.6 Individuals completing second registration will be appointed to a suitable post appropriate to their first registration if no post is immediately available within their second registration specialty.

3 DEFINITIONS

- 3.1 **Healthcare Worker** - Any individual working in a clinical or therapeutic role providing direct patient care as a registered or non-registered healthcare worker.

UCAS - University Centre Application System

4 RESPONSIBILITIES

4.1 Responsibilities of the Director of Nursing and Quality

The Director of Nursing and Quality is responsible for:

- 4.1.1 Liaising with Health Education West Midlands on an annual basis to confirm funding available to commission training to support Healthcare Workers;
- 4.1.2 Liaising with higher education establishments to ensure appropriate courses are made available to support the training needs of Healthcare Workers;
- 4.1.3 Ensuring that the availability of secondment opportunities to all Trust employees is publicised widely on an annual basis through advertising;
- 4.1.4 Ensuring secondment funding is allocated on a fair and equitable basis consistent with identified workforce and business needs (see appendix one for process);
- 4.1.5 Ensuring systems are in place to maintain central records of all seconded employees, including details of course attendance, performance issues, attrition and intermission;
- 4.1.6 Ensuring that all completed ESR forms are returned to ESR in a timely fashion;
- 4.1.7 Ensuring all complete documentation as requested by Health Education West Midlands is returned as requested;

4.2 Responsibilities of Head of Nursing/Lead Nurses/Head of Midwifery/ Centre Managers/Heads of Service

The Head of Nursing/ Lead Nurses/ Head of Midwifery/Centre Managers/Heads of Service are responsible for:-

- 4.2.1 Promoting awareness of the opportunity to apply for secondment for professional training on an annual basis;
- 4.2.2 Determining the Trust's workforce and business needs in conjunction with the Director of Nursing and Quality and Chief Operating Officer;
- 4.2.3 Lead on the shortlisting process for selection of candidates;
- 4.2.4 Obtaining and reviewing sickness and absence records and references as part of the selection process;
- 4.2.5 Providing a "priority list" for successful candidates to be offered secondment once the number of funded places are known;
- 4.2.6 Informing healthcare workers of the outcome of their applications;
- 4.2.7 Completing documentation as requested by the Health Education West Midlands.

4.3 Responsibilities of Matrons/ Service Managers

Matrons/Service Managers are responsible for:

- 4.3.1 Promoting awareness of the opportunity to apply for secondment for professional training on an annual basis.

4.4 Responsibilities of Ward/Department Managers

Ward/Department Managers are responsible for:

- 4.4.1 Promoting awareness of the opportunity to apply for seconded secondment for professional training on an annual basis;
- 4.4.2 Discussing opportunities for secondment with employees via the appraisal process and nominating suitable candidates on a fair and equitable basis;
- 4.4.3 Providing a reference for the healthcare worker where the secondment is supported;
- 4.4.4 Ensuring all necessary documentation is completed;
- 4.4.5 Completing documentation as requested by the Health Education West Midlands;
- 4.4.6 Maintaining contact with and providing on-going management support to seconded students for the duration of the professional training;
- 4.4.7 Liaising with Clinical Placement Facilitators/course tutors to ensure any employment issues or any concerns raised by the Trust, the education provider or the student are dealt with appropriately.
- 4.4.8 Providing support, development and feedback for employees not successful in their application for secondment.

4.5 Responsibilities of Trust employees

Employees are responsible for:

- 4.5.1 Notifying their line manager if they would like to be considered for a secondment for professional registration training in the short or long term;
- 4.5.2 Obtaining a place on an appropriate professional registration or second registration training course prior to applying for secondment from the Trust, including covering any expenses relating to their application;
- 4.5.3 Submitting an application form to the Clinical Placement Facilitator Team by the set deadline;
- 4.5.4 Participating in the Trust's selection process for secondment;
- 4.5.5 Maintaining regular contact with their manager for the duration of the professional training, including attending meetings requested by their manager;
- 4.5.6 Notifying their manager of any absence due to sickness (however short the period of absence);
- 4.5.7 Notifying their manager of any changes in personal circumstances that may impact on their ability to complete the professional registration training within the agreed timeframe, for example long term sickness absence, maternity leave or inability to complete aspects of course work in a timely manner;
- 4.5.8 Actively seeking appointment to registered posts within the Trust on successful completion of training.

4.6 Responsibilities of Clinical Placement Facilitators on behalf of the Director of Nursing and Quality

Clinical Placement Facilitators are responsible for:-

- 4.6.1 Promoting awareness of the opportunity to apply for secondment for professional training on an annual basis;
- 4.6.2 Submitting details of all secondees to Health Education West Midlands on an annual basis;
- 4.6.3 Completing all appropriate documentation in a timely manner;
- 4.6.4 Reporting on a quarterly basis to Health Education West Midlands data requested.

5 ELIGIBILITY

- 5.1 In order to be eligible to apply for secondment to professional registration or second registration training, individuals must:
 - a) be employed in a clinical or therapeutic role providing direct care to patients;
 - b) have their application supported by their line manager;
 - c) if employed via the Trust's Bank, have worked an average of no less than 7.5 hours per week (except for allowance for annual leave) in the 12 month period up to the closing date for applications;
 - d) not be subject to any formal performance or disciplinary procedures, or have any live warnings on file, is up to date with Statutory Safety Training and has had a recorded appraisal within the previous 12 months;
 - e) secured a place through UCAS for a professional registration programme with a higher education institution within the West Midlands region;
 - g) submitted their application by the identified deadline. No applications will be considered after deadline date.

6 FINANCIAL ARRANGEMENTS

- 6.1 Health Education West Midlands will normally fund 80% of the seconded healthcare workers full time salary including any annual increments for first registration training and 80% of payment equivalent to spine point 17 for second registration training. Although this is subject to change at the discretion of Health Education West Midlands, actual funding will be confirmed at the time of confirming secondment;
- 6.2 Allocation of funding for both registration and second registration secondments will be determined by the Education Sub-Committee and will take account of both service need and the calibre of candidates applying for seconded places;
- 6.3 For the period of secondment, budgetary arrangements for the individual will be with Corporate Nursing.
- 6.4 Seconded employees can only work bank or agency shifts on their days off or annual leave. Study leave does not constitute a day off and bank or agency shifts cannot be worked between the hours of 9am and 5.15pm when at University.

- 6.5 As a student, you must not work any more than one bank or agency shift per week during placements, reading and study weeks or any special learning pack / extra modular study time. Failure to adhere to these restrictions could result in disciplinary action and / or criminal prosecution
- 6.6 Should your Line Manager find that any outside employment is a detriment to your course, they may take Disciplinary Action in line with the Trust's policy.

7. CONTRACTUAL ARRANGEMENTS

- 7.1 Individuals seconded for professional registration training will continue to be employed by the Trust for the duration of the training and will retain their existing terms and conditions of employment with the exception of:

7.1.1 Remuneration

Individuals undertaking professional registration training will receive 80% of their full time basic salary, including any annual increments for the duration of their training. Those undertaking second registration training will normally receive 80% of spine point 17.

In calculating salary payable, no account will be taken of unsocial hours, overtime pay or any other additional payments earned before undertaking training. Individuals wishing to enhance their earnings during training can apply to join the Trust's Bank however, the Trust cannot guarantee that work will be available.

Travel expenses will not be paid as part of the secondment agreement.

7.1.2 Annual Leave Entitlement

Annual leave entitlement will be in accordance with the Higher Education Institution provider's policy.

7.2 Policies and procedures

For the duration of the training course, seconded employees are required to comply with both Trust policies and procedures and with the regulations and policies of the Higher Education Institution.

8. SELECTION OF HEALTHCARE WORKERS FOR PROFESSIONAL REGISTRATION OR SECOND REGISTRATION TRAINING

8.1 Publicising the secondment opportunity

- 8.1.1 The Director of Nursing and Quality will ensure that details of the secondment are publicised on an annual basis so that all Healthcare Workers have an opportunity to discuss their interest with their Line Manager.

8.2 Selection for secondment for professional registration training

- 8.2.1 Healthcare Workers who are interested in undertaking professional registration training or second registration training should discuss this with their line manager during their annual appraisal in order to gain support for their application.
- 8.2.2 Individuals are responsible for applying for a professional registration course via UCAS to the appropriate Higher Education Institution within the West Midlands region.

- 8.2.3 Individuals who have obtained a place on a training course should apply for a secondment when details are publicised within the Trust, using the application form Appendix A.
- 8.2.4 Initially applications will be considered by a panel comprising a member of the Corporate Nursing team, a senior manager from a second healthcare professional group and a Clinical Placement Facilitator. No applications will be considered after the deadline date.
- 8.2.5 Individuals who are shortlisted by this panel will then be required to attend a formal interview to confirm their suitability for secondment.
- 8.2.6 As part of the assessment, applicants must be able to demonstrate, as a minimum:
- Commitment to the Trust's values;
 - Satisfactory attendance record;
 - Satisfactory conduct and performance record, with no live formal warnings on file;
 - Up-to-date statutory and mandatory training record;
 - Evidence of commitment to personal/professional development.
 - Confirmed place conditional/unconditional with Higher Education Institution
- 8.2.7 At each stage of the selection process applications will be scored to ensure the fair allocation of secondments.
- 8.2.8 If at any time prior to commencement of training courses, further secondment opportunities become available or if healthcare worker wishes to decline the offer of a secondment, the secondments that become available will be offered to the next highest scoring candidates. In the event of more than one being the next highest scoring candidates, an additional selection process may be implemented in agreement with the Chair of the Education Sub-Committee of the Workforce Committee.

9 MAINTAINING CONTACT

- 9.1 As an employee of the Trust, it is a requirement that the seconded individual maintains contact with their Line Manager for the duration of the training programme and attends any management meetings that the Line Manager may reasonably request.
- 9.2 In addition, the seconded individual must notify their Line Manager at the earliest opportunity of any changes in their personal circumstances that may impact on their ability to complete the professional registration training within the agreed timeframe.
- 9.3 It is the responsibility of the Line Manager to arrange quarterly review meetings with the seconded individual, the purpose of which is:
- To ensure progress is being made on the programme and to offer any support as appropriate;
 - To discuss any changes in personal circumstances that may impact on the employee's ability to complete the professional registration training within the agreed timeframe, for example long term sickness absence, maternity leave;
 - To up-date the employee on any organisational or departmental changes, particularly those that may impact on their substantive Healthcare Support Worker post;
 - To manage any employment related issues (such as attendance, performance, disciplinary, Maternity Leave etc.) in accordance with Trust HR policies;
 - Towards the end of the programme, to support the employee in identifying and seeking appointment to suitable registered posts.

10. ATTRITION OR INTERMISSION

- 10.1 Any individual who is having difficulty in making appropriate progress on the training programme should discuss this at the earliest opportunity with their Line Manager. In addition, they should follow the relevant University/education provider's policies and procedures for handling such situations.
- 10.2 If a seconded candidate withdraws from the course either permanently or for a short period, and does not return to work in a HCSW role in the Trust, secondment funding will be stopped immediately and any overpayment will be reclaimed. Failure to repay any overpayments is likely to result in legal action to reclaim the funds and could result in criminal prosecution. Failure to return to work in a HCSW role will be managed in accordance with the appropriate Trust policy.
- 10.3 Any individual who withdraws permanently from a professional registration course may be required to repay all or part of all payments associated with the secondment in accordance with Section 5 of Trust policy HR59 Development and Training Support.
- 10.4 Any individual who withdraws from a course temporarily due to personal circumstances will be required to join the next suitable cohort of students. The individual must inform the Clinical Placement Facilitator and line manager of any intermissions immediately.
- 10.5 Any individuals who have been suspended temporarily from the university pending investigation due to fitness to practise issues or difficulties in achieving the required standard in the course must inform their manager immediately.
- 10.6 During any period of intermission or suspension, the individual will be required to return either to an appropriate healthcare role at their previously contracted band or to work their contracted hours via the Trust's Temporary Staffing Bank. Payment during this period will be at the rate for the role being fulfilled.

11. APPOINTMENT TO REGISTERED POSTS

- 11.1 Towards the end of the training programme, seconded individuals will be required to actively apply for suitable vacant posts.
- 11.2 Seconded Healthcare workers must apply for appointment to suitable available registered posts and will be given priority consideration. If no registered posts are immediately available, individuals will be appointed to an available Healthcare worker post and will continue to be paid at their contractual pay rate (100% for full-time, pro-rata for part-time).

12 TRAINING NEEDS

- 12.1 There is no mandatory training associated with this policy. If staff have queries about its operation, they should contact their line manager in the first instance.

13 REVIEW PROCESS

- 13.1 The document will be reviewed as and when required or if there are significant changes at national or local level to arrangements for secondment for professional registration training.

In order that this document remains current, any of the appendices to the policy can be amended and approved during the lifetime of the document without the document strategy having to return to the ratifying committee.

14 EQUALITY IMPACT ASSESSMENT (EQIA)

- 14.1 This policy applies to all employees equally and does not discriminate positively or negatively between protected characteristics.

15 PROCESS FOR MONITORING COMPLIANCE

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Policy statement	Review of policy when updated	Director of Nursing or delegated individual that has responsibility for Clinical and Nurse Education	On policy review	TNCC, Workforce Committee & Trust Board
Duties	Review of policy when updated	Director of Nursing and Quality or delegated individual that has responsibility for Clinical and Nurse Education	On policy review	TNCC, Workforce Committee & Trust Board
Procedures	Retrospective review of cases to determine compliance with procedure	Director of Nursing and Quality or delegated individual that has responsibility for Clinical and Nurse Education	Annual report	Education Sub-Committee reporting to Workforce Committee & Trust Board
Effectiveness of procedure	Retrospective review of cases to determine effectiveness of action taken	Director of Nursing and Quality or delegated individual that has responsibility for Clinical and Nurse Education	Annual report	Education Sub-Committee reporting to Workforce Committee & Trust Board

16 REFERENCES

A list of up to date references should be included to provide the evidence base for the document

17 ASSOCIATED DOCUMENTATION

HR03 Policy for Secondments [\(link to intranet\)](#)

HR10 Employee Appraisal and Development Review [\(link to intranet\)](#)

HR33 Recruitment [\(link to intranet\)](#)

HR59 Development and Training Support [\(link to intranet\)](#)

APPLICATION FOR SECONDMENT FOR PROFESSIONAL OR SECOND REGISTRATION TRAINING

ALL SHADED AREAS MUST BE COMPLETED FOR ALL APPLICATIONS

PRINT Name of Applicant			
Job Title		Personal number (On payslip)	
Work base (in full)			
Agenda for change pay scale including spine point			
Centre / Service		Phone number	
E-mail address			
Line Manager's Name		Phone number	
Line Manager's Job Title			
Title of Professional Registration / Second Registration Training Programme			
Have you been offered a place at Higher Education Institution	yes	no	
	Conditional	unconditional	
Education Provider			
Course dates (from – to)			

Summary of Education		
Statutory Mandatory Training Update completed:	Date:	
Summary of learning and development in previous 12/24 months		
Absence in previous 12 months:	Days:	Episodes:
Line Manager Declaration:	<p>I have discussed this professional registration/second registration training with the applicant and confirm that I support the application for seconded secondment.</p> <p>I confirm that the applicant has no live formal warnings relating to performance or conduct currently on file, is up to date with Statutory Safety training and has had a satisfactory recorded appraisal within the last 12 months.</p> <p>Signed: _____ Date : _____</p>	
Applicant's Declaration:	<p>I have read and understand Trust policy HR64 Secondment of Healthcare Workers for Professional Registration Training and accept the terms and conditions of the policy.</p> <p>I agree to attend quarterly meetings with my Line Manager and any other meetings as requested.</p> <p>I agree to notify my Line Manager at the earliest opportunity of any changes in my personal circumstances that may impact on my ability to complete the professional/second registration training within the agreed timeframe.</p> <p>I agree to a nominated individual from the Trust contacting the Higher Education Institution quarterly to discuss my progress</p> <p>I understand that, should I withdraw from the programme and fail to return to work for the Trust immediately, I will be required to reimburse the Trust for any overpayment</p> <p>Signed: _____ Date : _____</p>	

PERSONAL STATEMENT

Please describe the key differences between your current role and that of a professionally registered/second registration Healthcare Worker

Please give an example of how you have demonstrated your commitment to the Trust's values in the last 12 months

PLEASE FORWARD THIS APPLICATION TO:

New Document Consultation Checklist

Name of Document

Use this form to record the consultation and to ensure your consultation has been adequate for purpose. This list is provided as a prompt. It may not be appropriate to involve all of the below in a consultation – a decision on who should be consulted should form part of the policy development.

This form should be used for all new Trust wide guidance and any which will result in significant changes.

Completed forms should be submitted to the Chief Compliance Officer for evidence of compliance with the policy

Name – <i>examples</i> (complete with details)	Date Sent	Date reply received	Modification suggested? Y / N	Modification Made Y/N	2 nd draft sent?
<i>Chief Executive</i>					
<i>Medical Director</i>					
<i>Chief Operating Officer</i>					
<i>Director of Quality and Safety</i>					
<i>Director of Compliance & Risk Management</i>					
<i>Finance Director</i>					
<i>Counter Fraud Services</i>					
<i>Director of Strategy</i>					
<i>Director of Communications</i>					
<i>Workforce Director</i>					
<i>Deputy Director of Nursing</i>					
<i>Centre Chiefs</i>					
<i>Business Managers</i>					
<i>Clinical Directors</i>					
<i>Head of Pharmacy</i>					
<i>Patient Safety Advisors</i>					
<i>Litigation Manager</i>					
<i>Medical staff</i>					
<i>Service Improvement lead</i>					
<i>Senior nurses</i>					
<i>Chief Compliance Officer</i>					
<i>Patient Groups</i>					
<i>Staff side representatives</i>					
<i>Affected staff</i>					
As per the TNCC circulation List – all managers and staff side representatives, HR team and relevant managers have been asked to comment on the document					
Dissemination Method					

Equality Impact Assessment Form
Stage 1 – Initial Assessment

Managers Name	Elizabeth Walton	Centre	Workforce
Function, Policy, Practices, Service	HR64 Sponsorship of Healthcare Workers for Professional Registration Training	Purpose and Outcomes – intended and differential	This policy outlines the process in place for Healthcare Workers to obtain secondment from the organisation to undertake training for a professional registration or second registration using funding from Health Education West Midlands.
Implementation Date		Who does it affect?	The policy applies to all staff employed by the Trust including those employed via the Temporary Staffing Department working in a clinical or therapeutic role providing direct patient care.
Consultation Process	Corporate Nursing, HR and TNCC	Communication and awareness	Team Brief, TNCC minutes and Intranet, publicity of scheme, appraisal

For completion of the following table please see point 7 in the guidance notes.

Equality Target Group	(a) Positive Impact	(b) Negative Impact	Reason/Comment
Men	None	None	
Women	None	None	
Transgender	None	None	
Black/Black British	None	None	
Asian/Asian British	None	None	
Chinese	None	None	
White (including Irish)	None	None	
Other racial/ethnic group (please specify)	None	None	
Mixed race	Yes	None	
Disabled	None	None	
Gay/Lesbian/Bi-sexual	None	None	
Younger People (17-25) and children	None	None	
Older People (50+)	None	None	
Faith groups (please specify)	None	None	

Following completion of the Stage 1 assessment, is Stage 2 (Full Assessment) necessary? **No**

Date Completed: .23st January 2015 Signed by Manager completing the assessment: . E Walton. . .

.

Equality Impact Assessment Form (only complete if required)

Stage 2 – Full Assessment

Managers Name		Centre	
What adverse/negative impact(s) were identified in stage one and which group(s) were affected/			
What changes or actions do you propose/recommend to improve the Function, Policy, Practices and Service to eradicate or minimise the negative impacts on the specific groups?			
How do you intend to communicate or consult in relation to the actions and proposals for improvements?			
How will actions and proposals be monitored to ensure their success?		When is the date of the next review?	

Date Completed:

Signed by Manager completing the assessment:

Equality Impact Assessment Improvement Plan

As a result of Stage 2 departments must design an Improvement Plan clearly defining and planning the actions and proposals identified above. This must include

- Lead Manager
- Area(s) of negative impact
- Recommendations/amendments proposed
- Action to be taken
- Timescale
- Resource implications

Please write an executive summary paragraph of the key points of this policy and any changes that have been made since the previous version.

This paragraph will be used for submission to HEC, PAG, Trust Board and for information to go in the Staff Quarterly Update.

A large, empty rectangular box with a thin black border, occupying the upper half of the page. It is intended for the user to input text or information that will be submitted to various committees and included in a staff update.