

Human Resources Policy No HR64

Secondment of Healthcare Support Workers for Professional Training

Additionally refer to: HR03 Secondments
HR59 Development and Training Support

Sponsor: Head of Nursing Practice in conjunction with the Director of Corporate Affairs

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1.0 Introduction

This document outlines the procedure for Health Care Support Workers to undertake training for a professional registration using funding identified by the Strategic Health Authority. The policy covers the arrangements for selection, contractual terms and conditions, funding/financial issues and the management of the individual seconded.

This policy is to be used across the Shrewsbury and Telford Hospital NHS Trust.

2.0 Selection of staff for secondment to professional training

- 2.1 The Trust designated Professional Lead will confirm with the Strategic Health Authority the funding that is available to the Trust to commission training for a professional qualification.
- 2.2 Individual Divisions will be expected to initially determine the number of staff they wish to nominate for the application for secondment on a year on year basis based on the Divisions' future service needs, which must be consistent with both workforce and business plans.
- 2.3 The Trust designated Professional Lead will request and co-ordinate nominations.
- 2.4 The relevant manager will nominate and authorise their agreement to second a Health Care Support Worker to undertake their professional training.
- 2.5 Budgetary responsibility will remain with the Division who have agreed to support the individual.
- 2.6 Individuals wishing to be considered for professional training must have previously discussed this with their manager and have it outlined in their personal development plans.
- 2.7 Should the number of nominations be greater than the number of places available for secondment there will be a central selection procedure to determine who is seconded. This will be advertised via the internal vacancy bulletin.
- 2.8 Candidates will be expected to have undergone or be in the process of undergoing a formal selection interview with the appropriate University.
- 2.9 Staff themselves must apply to the University clearing house for application forms and the cost of application will be payable by the staff member themselves.
- 2.10 Ultimately it is the University who select individuals for nurse training. It may be appropriate to undertake a 'study skills' session, which are run by the University. More information can be obtained from the University.
- 2.11 After the secondment selection procedure individuals will be informed in writing that they are to be supported with their application.
- 2.12 The individual's manager will send written confirmation of secondment to the individual concerned.

2.13 The individual will receive a copy of the policy for the Secondment of Health Care Workers to undertake training for a professional registration and sign and return the secondment agreement form (Appendix 1)

2.14 Managers will complete the necessary ESR form.

3.0 Contract of employment issues

3.1 Staff selected for seconded training will continue to retain their existing terms and conditions of employment with the Trust except remuneration (see below).

3.2 Seconded students will be paid 0.8 WTE their basic salary including annual increments. Unsocial hours, overtime and all other extra payments will not be paid during this training.

3.3 Seconded students who work part time will need to be contracted and paid for 0.80 WTE hours during their training.

3.4 Any hours worked on the Trust's Temporary Staffing Department will be paid at the appropriate rate for the role.

3.5 Seconded students will be entitled to annual leave as determined by the course (this will be more than service leave). Additionally they will receive maternity leave, special leave and all other Trust terms and conditions.

3.6 If the seconded student wishes to change branch once they have commenced their training, this must be discussed with their manager, professional lead and the University.

3.7 Seconded students withdrawing from the course due to repeated failure on the course will not be required to repay any of their training/salary costs. They will also be eligible, if they wish, to return to a health care support worker post within the Trust. This post may not be in the same area they were seconded from although every effort will be made to find an equivalent post at the same band within the Division.

3.8 Whilst seconded, students are subject to all Trust HR Policies and Procedures. In addition relevant university policies and procedures will apply.

4.0 Financial Costs

4.1 The Strategic Health Authority funds 80% of the seconded students salary scale.

4.2 The Trust will pay 80% of a full time salary for the seconded student. Should staff wish to make up any additional hours, they can do so by joining the Trust's Temporary Staffing Department. The Trust however cannot give any guarantee that these additional hours will be available to work.

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

5.0 Management of a seconded student

- 5.1 The seconded student will continue to receive support from their Manager during the course.
- 5.2 As part of the secondment agreement the University will keep the Trust informed and updated of the student's progress on the course and raise any concerns about the student with their manager.
- 5.3 The student will meet at regular planned intervals with their Manager/ professional lead, providing an opportunity for two way information sharing and to monitor the student's progress. It will also provide the seconded student with information about the Trust including relevant local changes and developments.
- 5.4 Seconded students wishing to apply for maternity leave, special leave etc will approach the relevant personnel in University who will then liaise with the individual's appropriate Manager.

6.0 On completion of training

- 6.1 Seconded students will be required to discuss future employment with their Manager at least six months before completing their professional training.
- 6.2 Upon successful completion of training every effort will be made to secure a post which is appropriate to the individual's qualification.
- 6.3 The student is responsible for identifying and applying for relevant positions within the Trust. However, if no such posts are available the seconded student will return to an existing Health Care Support Worker's post until such a time as they are able to apply for a registered post within the Trust.
- 6.4 Students will apply for registered posts in open competition.

