

# Employment Information for Candidates

## Working for Newcastle Hospitals

Newcastle Hospitals NHS Foundation Trust is one of the busiest, largest and most successful teaching NHS foundation trusts in the country, with around 16,000 staff and an annual income of £1 billion.

Rated 'Outstanding' by the CQC for the second consecutive time in 2019, we have a long history of providing high quality care, clinical excellence, and innovation in medical research regionally, nationally and internationally.

We're also proud to be the second largest provider of specialised services in the country. This means we support people with a range of rare and complex medical, surgical and neurological conditions, cancers and genetic orders. Our staff oversee around 1.84 million patient contacts each year, delivering high standards of healthcare.

We are committed to promoting equality and diversity and recognise the benefit in providing an inclusive environment. We value and respect the diversity of our employees and aim to recruit a workforce which reflects the communities we serve, and is equipped to deliver the best service to our patients. We welcome all applications irrespective of race, disability, gender, sexual orientation, religion or belief, age, gender identity, marriage and civil partnership, pregnancy and maternity and in particular those from under-represented groups.

**You can see our full service portfolio [here](#)**

## Our Vision

Achieving local excellence and global reach through compassionate and innovative healthcare, education and research.

Our values were developed wholly by our staff and guide everything that we do as we grow to achieve our vision.

## Our Values

- **We care and are kind** - We care for our patients and their families, and we care for each other as colleagues.
- **We have high standards** - We work hard to make sure that we deliver the very best standards of care in the NHS. We are constantly seeking to improve.
- **We are inclusive** - Everyone is welcome here. We value and celebrate diversity, challenge discrimination and support equality. We actively listen to different voices.

- **We are innovative** - We value research. We seek to learn and to create and apply new knowledge.
- **We are proud** - We take huge pride in working here and we all contribute to our ongoing success.

## Our Ambitions

- **In our organisation** - To be an outstanding organisation now and in the future, providing strong foundations to support our regional, national and global reach.
- **In Newcastle** - To be a full civic partner, contributing to the health, wealth and wellbeing of the city, and delivering integrated services.
- **In the region** - To be an anchor organisation in the North East and Cumbria as a clinical systems leader and a regional provider of services, creating and supporting a sustainable system.
- **Nationally** - To be a beacon organisation in the UK, leading and influencing service delivery and policy.
- **Globally** - To realise our capability internationally using our outstanding foundations, enhancing our global reach.

## Our Strategic Framework

Our strategy is underpinned by a strong and stable foundation. We have identified five overall priorities – 5 'P's – for our organisation to focus on in order to achieve our strategy.

- **Patients** - Putting patients at the heart of everything we do. Providing care of the highest standard focussing on safety and quality.
- **People** - Supported by Flourish, our cornerstone programme, we will ensure that each member of staff is able to liberate their potential.
- **Partnerships** - We will be an effective partner, developing and delivering integrated care and playing our part in local, regional, national and international programmes.
- **Pioneers** - Ensuring that we are at the forefront of health innovation and research.
- **Performance** - Being outstanding, now and in the future.

For more information on The Newcastle upon Tyne Hospitals NHS Foundation Trust, please visit our website at [www.newcastle-hospitals.nhs.uk](http://www.newcastle-hospitals.nhs.uk)

## Staff Values and Behaviours

Our staff values and behaviours set out the way we expect all our staff to behave while working for Newcastle Hospitals. The values and behaviours show how staff demonstrate - through their behaviour - the Trust's vision, aims and values.

## Appearance of Employees

The presentation of staff whilst at work and in patient environments is extremely important. Details are provided here on the general standards of appearance that are expected of all employees. Additionally, more specific standards may also apply for certain staff groups, for example those issued with a uniform and/or in direct patient care. For more information please see [Dress & Appearance Policy](#)

## Equality and Inclusion

We are committed to promoting equality and diversity. This includes building a workforce that reflects our local community and is equipped to deliver the best service to our patients. We recognise there is real benefit in providing an inclusive environment in which diverse employees can work together and feel valued. We actively promote equality of opportunity and support the Trust's LGBT, Disability and BME staff networks. For more information please see [Equality, Diversity and Inclusion](#)

## Climate Emergency

The Climate Emergency is recognised as the single greatest threat to global health. Without action, climate change will define the health profile of current and future generations and will challenge already overwhelmed health systems.

In June 2019 we were the first healthcare organisation in the world to declare a climate emergency, committing to being Net Zero Carbon by 2030, for our own emissions, and by 2040 for our wider carbon footprint. With the NHS representing more than 5% of the UK's total carbon footprint, it is clear we are a significant part of the problem, but we are also a significant part of the solution. Delivering Sustainable Healthcare in Newcastle (Shine) and our Net Zero ambitions will not be possible without your help, support and action.

Read our Climate Emergency Strategy to learn more about our commitment to sustainability, and find out what we plan to do to meet that challenge. There are a variety of ways staff can get involved in helping us meet our ambitious aims. You can access our Climate Emergency Strategy on our website at <https://www.newcastle-hospitals.nhs.uk/about/ambitions/climate-emergency/>

## NMC Qualified Nurses Registration

We strongly recommend payment of annual registration fees using direct debit using the NMC online service to ensure that your registration does not lapse. If your registration lapses you will be unable to practice and will be required to work as a Healthcare Assistant with your salary being adjusted accordingly. For more information see [NMC Online Service](#)

## Summary of main terms and conditions of employment

We are committed to improving the working lives of our staff and maintaining a healthy and efficient workforce while providing excellent care to our patients. Listed below is a summary of the Trust terms and conditions of employment, and staff benefits available.

- All posts are subject to NHS pre-employment checks including occupational health clearance and DBS (where appropriate).
- All posts are subject to a probationary period – this will normally last six months
- All pay progression is conditional upon a positive outcome at annual appraisal
- Annual leave entitlement is in line with NHS Terms and Conditions, starting at 27 days per annum rising to 33 days per annum after 10 year service. This is in addition to public holidays. Pro rata for part time workers.
- Payment of contractual sick pay (CSP).
- All successful candidates who require a DBS for the post they have been offered pay for their DBS certificate. The method of payment is a salary deduction from your first month's pay. You will be required to sign a DBS payment form which will be issued to you as part of your recruitment process.
- All new employees will be required to attend the Trust induction programme and complete appropriate mandatory training requirements.
- Where professional registration is required for a post it is the responsibility of the employee to maintain their registration.
- The Trust operates a no smoking policy.

## Staff Benefits

We have a range of benefits available including:

- Benefits portal ([benefits everyone](#)) offering great discounts, salary sacrifice schemes including car lease benefit and cycle schemes.
- Trust travel scheme offering discounted travel passes with all major travel operators
- On-site '[Free Spirits](#)' Nursery
- Staff Social Club.
- Staff gyms at Freeman Hospital and Royal Victoria Infirmary.
- Employee Assistance Programme including telephone and face to face counselling service.
- Employee health and wellbeing events.
- Flexible working policy.
- In house training programme and educational support.

## Communication

As the largest employer in the city region, we have a key role to play in reducing carbon emissions therefore all communication relating to the recruitment process will be through the e-mail address that you submitted on the application form in NHS Jobs or Trac Jobs. All interview and/or assessment invites will be made through Trac Jobs and you should check

your e-mail to see if you have been shortlisted.

It is essential, therefore, to ensure that all e-mail addresses are correct at the time of application and inform us immediately of any changes.

## Guidance on Completing Application Forms

### Positive about disabled people

You may have seen the Disability Confident-Employer logo. This shows that the Trust participates in this national scheme, part of which is to guarantee an interview for disabled people who meet the 'basic conditions of the job' (Jobcentre Plus). You will be asked to indicate this on the NHS Jobs or Trac Jobs application form.

### What do we mean by disability?

To be eligible for the Interview Guarantee Scheme you must have a disability or long term health condition that puts you at a significant disadvantage in either obtaining or keeping a job. The disability could be physical, sensory or mental and must have lasted, or be expected to last for at least twelve months. You do not have to be registered as a disabled person to apply under this scheme. To apply, simply complete the application form as you would normally and ensure you complete the section within the monitoring section as fully as possible. If you need any help completing the form, or you would like it in an alternative format e.g. Braille tape, large print, please contact the HR Recruitment Office (Tel. 0191 282 0999 option 2, option 1). If you are offered an interview as a result of your application and you require assistance at the interview then please contact the HR Recruitment Office.

### An applicant's right to work

We have a legal responsibility to ensure that an applicant is allowed to work in the UK before they can be employed. Verifying someone's identity is fundamental as any other checks will be invalid if the person's identity cannot be proven. If you are successful in receiving a verbal offer of employment you will be asked to produce a number of original identity documents to be validated. For more information visit: [NHS ID checks](#).

### Verification of qualifications

You will be required to provide original certificates/evidence of all qualifications detailed on your application. Therefore you are advised to ensure that you have the relevant documentary evidence in good time for either an interview or pre-employment appointment that you may be invited to attend. Educational certificates may be obtained from the educational establishment where the exams took place or the actual examining board.

Where a candidate is unable to produce original documentation to support at any stage during the application process the Trust may decide not to progress with your application. Please note that if you are requesting copies of your examination certificates from awarding

bodies this may take some time therefore please consider this before applying.

## Reference information for all applicants

For your application to proceed through the recruitment process it is essential that you provide 3 years' worth of employment/academic references and that the referees be someone in a position of responsibility who can comment on your work experience, competence, personal qualifications and suitability for the post. Your referees will normally be contacted only if you are successful at interview.

The references must include:

- Your current or most recent line manager
- Any previous line managers for the **last 3 years of your employment/academic history** (If you are a student, please provide contact details of a teacher/lecturer/tutor at your school, college or university)
- E-mail addresses (current) are essential as all references are requested via e-mail **NB: employment referees must have employment e-mail accounts as personal e-mail accounts will only be accepted for character references.**
- If you are successful and do not provide appropriate references, the offer of employment will be withdrawn
- Please note that the personal references such as friends and relatives are not acceptable.

If you are successful in attaining a Conditional Offer of Employment we will agree a start date with you when we have verified your references and all pre-employment checks have been completed satisfactorily. If you are currently in work, please do not hand in your notice until you have an agreed start date with Human Resources.

## Model Declaration Form

It is essential that everyone working in the NHS is trustworthy and reliable. Many problems can be avoided if thorough pre-employment checks are undertaken before a post is filled. Information obtained through the recruitment and selection process is designed to prevent unsuitable people from gaining access to vulnerable groups while at the same time respecting human rights and privacy issues and complying with the requirements of the Data Protection Act and General Data Protection Regulation (GDPR). All applicants therefore are required to complete a Model Declaration Form.

The information that you provide in the Declaration Form will be processed in accordance with the Data Protection Act 1998 and General Data Protection Regulation 2018 (GDPR). It will be used for the purpose of determining your application for this position. It will also be used for the purposes of enquiries in relation to the prevention and detection of fraud.

Failure by an applicant to provide accurate and truthful information at the time of applying for a position is a serious matter. Where it is found that they intentionally or recklessly

provided inaccurate information or withheld information that is relevant to their appointment, they can be dismissed if they are an employee, or in the case of a person seeking employment with the Trust, have their offer of employment withdrawn. Referral will also be made to the Counter Fraud Specialist for consideration of a criminal investigation.

## If I answer yes will it stop my application?

Having a criminal record will not necessarily stop you from working with us. This will depend, however, on the nature of the position for which you are applying and the particular circumstances. Any information disclosed will be verified through obtaining a DBS disclosure check and through references. For more information on this please see [recruitment of ex-offenders](#).

## Disclosure and barring service (DBS) – background

The DBS was established by the Government in April 2002 to implement Part V of the Police Act 1997. The DBS was established under the Protection of Freedoms Act 2012 and carries out the functions previously undertaken by the Criminal Records Bureau (CRB) for England and Wales and the Independent Safeguarding Authority (ISA) for England, Wales and Northern Ireland. Functions of the CRB and ISA were transferred to the DBS under the Protection of Freedoms Act 2012 and it became operational on 1 December 2012. The DBS provides background checks on individuals for employment related and volunteering purposes. The Sensitive Application Process may be used upon request. This includes information about criminal convictions, cautions, reprimands and final warnings as well as local police information. These checks help facilitate safer recruitment to protect children and adults. For more information visit: [DBS - about us](#)

## DBS Update Service - What is the DBS update service?

For a small annual fee (free for volunteers) you can have your DBS certificate kept up-to-date and take it with you from role to role, within the same workforce, where the same type and level of check is required. By joining the service you could save yourself a lot of time and money depending upon how many DBS checks you have needed in the past. You can join the update service online at [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

For information on the handling and retention of personal information please see [Pre-Employment Checks & Use of the Disclosure and Barring Service](#)

## Re-employment of ex trust employees

We believe that in order to continuously deliver high quality services it must recruit, develop and retain a workforce which is best suited to providing the best service possible to its patients and is committed to providing patients with the highest quality of healthcare and recognises that individuals who have been employed by the organisation and have subsequently been dismissed from that employment have been deemed

inappropriate or incapable of working within the Trust.

We will not re-engage ex-employees who had their employment terminated by the Trust on the following grounds:

- Conduct – both misconduct and gross misconduct.
- Capability – underperformance or ill health
- Redundancy – where the person received a redundancy benefit

All applicant details will be checked prior to shortlisting, to identify the reason for leaving the Trust. If an applicant was previously employed in any capacity in the organisation, and if the reason for their termination of employment relates to any of those detailed above, then the applicant will not be shortlisted. In certain circumstances, consideration may be given to re-employing staff who have been previously dismissed on capability grounds due to ill health. We will consider whether such an individual has the relevant skills, knowledge or experience which can be beneficially utilised in another post within the Trust.

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