



WORKING WITH US

Your introduction to DCCHS

Welcome



Thank you for expressing an interest in Derbyshire Community Health Services NHS Foundation Trust. As you will see from the following pack the Trust is looking to recruit great people with a passion for making a difference to people's lives and who recognise and share the values we hold dear. This booklet describes a bit about our Trust, what we are looking for in new colleagues and what you can expect from us if you decide to pursue a career with us.

My colleagues and I are very proud of the quality of services we provide and the difference we make to people's lives every day. Our vision is to be the best provider of local healthcare and a great place to work. We can only achieve this vision by attracting and retaining the very best

colleagues to work with us. If you feel that your commitment and ambition matches ours, we hope you choose to join us and wish you well during the appointment process.

This pack can only give you a flavour of our organisation and how we work. We would encourage you to contact the person named in the advert for the job you are interested in for an informal conversation so that you can get a fuller understanding of what we are about and the role you are interested in.

Yours sincerely

Tracy Allen
Chief Executive

...to Derbyshire Community Health Services

Derbyshire Community Health Services NHS Foundation Trust (DCHS) is one of the largest providers of specialist community healthcare nationally, and have an annual income of more than £180 million.

DCHS delivers a variety of services across Derbyshire, with more than 1.5 million patient contacts across all services each year.

Our Vision & Values

DCHS provides personalised and safe community-based health services that enrich the lives of local people and communities.

Our Vision

To be the best provider of local healthcare and to be a great place to work.

Our Values

- To get the basics right
- To act with compassion and respect
- To make a difference
- To value and develop teamwork
- To value everyone's contribution because everyone matters.

Our Services

Urgent care	Integrated children's teams
Rehabilitation	Speech & language therapy
End of life care	Sexual health services
Community therapy integrated	Wellbeing services
Traumatic brain injury	Community dental services
Older peoples' mental health	Offender healthcare
Learning disability	Psychology
Stroke	Podiatry
Community nursing	Podiatric surgery
Continence care	Musculoskeletal (MSK) services
Community matrons	Outpatient physiotherapy & occupational therapy services
Specialist services	Specialist wheelchairs
Environments & services	Outpatients
Facilities & buildings management	Day case

Be a part of an award winning organisation

At DCHS, our award-winning staff are often in the spotlight for providing the best care and for being innovators in healthcare. Here are some of the most recent awards to recognise the excellence of staff at Derbyshire Community Health Services NHS Foundation Trust.

Voted Top 100 best places to work

DCHS has been voted one of the top 100 places to work by the Health Service Journal (HSJ).

Health People Management Association DCHS HR Directorate wins three Awards

DCHS received three awards in one night, Amanda Rawlings won HR Director of the Year, People Services won HR Team of the Year and Organisational Effectiveness won the Courage to Manage award. We were also finalists of the Partnership Working award.

Chesterfield podiatrists scoop two awards for going the extra mile

Winning two out of 10 award categories:

Excellence in Patient Experience Award and Making Derbyshire Community Health Services A Great Place to Work Award.

Derbyshire community nursing team named as NHS heroes

Members of the district nursing team, based at Baslow Health Centre in Derbyshire, have been named as NHS Heroes for delivering a gold standard service and care to their local community.

Finalists for Living Wage Champions Award

The Trust was shortlisted for the Living Wage Champions Awards. DCHS was one of six to be shortlisted within the East Midlands region and one of only three NHS Trusts shortlisted nationally.



Top awards for school-age immunisation nursing team

Our school age immunisation team was named national Team of the Year 2017 in the prestigious Nursing Times Awards which are among the most respected awards in the nursing and healthcare sector annually. The team's leaders Susie Scales and Amy Sims were also crowned winners of the leadership category of the RCNi Nurse Awards 2017.

Pay and conditions

The national pay system - Agenda for Change (AfC) - was introduced across the NHS in October 2004 for all directly employed staff except doctors and the most senior managers.

This pay system offers real benefits for staff including:

- a standard working week of 37.5 hours
- harmonised holiday entitlements of 27 days per year, plus eight public holidays, rising to 33 days after ten years' service
- pay enhancements to reward out of hours, shift

and overtime working

- better career and pay progression based on the application of knowledge and skills
- annual personal development review to support career aspirations.

Other benefits of working in the NHS include training, occupational health services, confidential counselling services, automatic membership of the NHS Pension Scheme (unless you choose to opt out) and study leave for sponsored courses.

Salary

New employees to DCHS will normally be placed on the minimum point of the salary scale.

However; previous relevant experience may be taken into account for incremental credit where justification can be identified by the recruiting manager at the point of offering the post.

NHS pay structure

The NHS pay structure is now in place for 2018-2021. Further details outlining the detail of this structure can be found via www.nhsemployers.org essential items from the salary they earn.



Increment date...

Increment dates will be initially on the first year's anniversary of commencing in a role with DCHS and thereafter each year where applicable and in accordance with DCHS's policy.



Sick pay

You will be entitled to sick pay benefits from the date of commencement as long as you comply with DCHS's rules on sickness absence. (Your entitlement will depend on your length of service). Occupational sick pay is in line with Agenda for Change:

During the first year of service	One months' full pay and two months' half pay
During the second year of service	Two months' full pay and two months' half pay
During the third year of service	Four months' full pay and four months' half pay
During the fourth and fifth year of service	Five months' full pay and five months' half pay
After completing five years' service	Six months' full pay and six months' half pay

Probationary period

The Trust operates a probationary policy and the successful applicant would need to undergo a period of 6 months' probation (external applicants) or 3 months (settling in period).

Maternity pay

All employees, regardless of their length of service or hours worked are eligible for 52 weeks' maternity leave. The issue is what amount they will be paid. Providing a member of staff has at least 12 months' continuous service with one or more NHS employers without a break in service at the beginning of the 11th week before the EWC (due date) they are eligible to receive the following:

Weeks	Entitlement
1 – 8	Full pay (inclusive of SMP and/or certain allowances/benefits if applicable)
9 – 26	Half pay plus SMP (if applicable, provided this does not exceed your normal full weekly pay)
27 – 39	SMP (Statutory Maternity Pay)
40 – 52	No Pay

Adoption Leave Payment

All employees, who have primary carer responsibilities for the newly adopted child, regardless of their length of service or hours worked are eligible for 52 weeks' adoption leave. As with maternity leave pay the issue is how much pay they are eligible to receive.

However, to qualify for the benefits of Occupational Adoption Pay (OAP) an employee must have 12 months' continuous service with DCHS without a break in service, ending with the week in which the employee is notified of being matched with the child who is newly placed for adoption. They also must return to work for DCHS for a period of no less than 3 months. Providing they meet this criteria the following will be payable:

Weeks	Entitlement
1 – 8	Full pay (inclusive of Statutory Adoption Pay (SAP) and/or certain allowances)
9 – 26	Half pay plus SAP (if applicable, provided this does not exceed your normal full weekly pay)
27 – 39	SAP
40 – 52	No pay

Other options and adoption packages are available should the person not intend to return to work or do not meet the qualifying service criteria. Previous NHS relevant experience may be taken into account for the accrual of adoption leave pay in accordance with DCHS policy. Any relevant NHS service would need to be verified.

Paternity Leave

Providing a member of staff has at least 12 months' continuous service with DCHS without a break in service when the baby is born they are eligible to receive 2 weeks' paternity leave at full pay. Other options and paternity leave packages are available should the person not meet the qualifying service criteria. Previous NHS relevant experience may be taken into account for the accrual of paternity leave pay in accordance with DCHS's policy. Any relevant NHS service would need to be verified.

Our family friendly Trust means that anyone employed by DCHS can access the childcare voucher scheme.

Childcare vouchers provide a flexible way to meet the costs of your childcare.

About the scheme

Childcare vouchers work by sacrificing part of your salary in exchange for vouchers which can be used to pay for Ofsted registered childcare. This is known as a 'salary sacrifice scheme' and the amount you sacrifice is exempt from tax and National Insurance contributions. Childcare vouchers could save you nearly 30% on the cost of your childcare if you are a basic rate taxpayer!

The Trust currently use a company called Edenred as their voucher scheme provider. Once you've set up an order, you receive e-vouchers to pay your carer (nursery or child minder etc.) electronically using a secure online account. Alternatively you can choose a direct carer payment option, where Edenred will make the payment on your behalf straight to the childcare provider.



How much will I save?

Both parents can purchase childcare vouchers, therefore potentially doubling the annual savings. Here's a rough guide to show how much you could save:

New joiners after 6 April 2011 (per parent)

- Basic Rate Taxpayer – can purchase a maximum of £55 per week (£243 per month) in vouchers, maximum annual savings around £930
- Higher Rate Taxpayer – can purchase a maximum of £28 per week (£124 per month) in vouchers, maximum annual savings around £620.
- Additional Rate Taxpayer – can purchase a maximum of £22 per week (£97 per month) in vouchers, maximum annual savings around £600.

If you are a higher or additional rate taxpayer, and were already in the scheme before 6 April 2011, then you can continue to get the current amount of vouchers and the higher savings.

Join one of the UK's best pension schemes

Retirement might seem like a long time away. Or it might just be round the corner. Either way you need to think about it now to make sure you have saved enough to live comfortably. Saving for a pension is a really great way to achieve this.

From 1 April 2008 the NHS Pension Scheme was updated for existing members and a new NHS Pension Scheme was introduced for anyone who joined after 1 April 2008. Every new employee automatically becomes a member and you will get an excellent package of pension benefits, fully protected against inflation and guaranteed by the government.

The cost of providing the NHS Pension Scheme is shared between Scheme employers and Scheme members. As a Scheme member you pay a contribution towards your pension based upon your pensionable pay; the more

you earn, the higher your contribution rate may be. Scheme employers pay the rest. There are several rates of member contribution, which are set against nationally agreed full time pay rates. If the overall cost of providing the Scheme changes, the amount you and Scheme employers contribute may also change.

Pension contributions are taken from your pay before tax so you receive tax relief on any amount you pay. This can reduce the actual amount that you pay depending on your contribution rate, earnings level and personal rate of tax.

The pension scheme also includes, life assurance and family benefits & illness, injury, assurance and family benefits.

Employer contributions rate remains at 14%.

Pensionable Earnings in 2018/19	Contribution Rate in 2018/19
Up to £15,431.99	5.0%
£15,432.00 to £21,477.99	5.6%
£21,478.00 to £26,823.99	7.1%
£26,824.00 to £49,472.99	9.3%
£49,473.00 to £70,630.99	12.5%
£70,631.00 to £111,376.99	13.5%
£111,377.00 and over	14.5%



Your development

Workforce development

DCHS is committed to developing all its staff, and offers a range of opportunities that will support you in developing a range of clinical and non-clinical skills, both within the organisation and externally via local and national training providers.

There are also essential learning modules that all staff complete to ensure their skills are up-to-date. We have a Development Centre which all staff can access. This incorporates training rooms (including

a dedicated moving and handling room), an IT room, and two clinical simulation rooms in which our clinical simulator manikins allow you to develop and practise a range of clinical skills in a safe environment. We are constantly developing new courses and learning materials for our staff, and currently have a range of training and development programmes including e-learning. We also have a team of specialist trainers and facilitators who support all our staff out in the workplace, as well as in the Development Centre.

Newly qualified

DCHS knows how important it is to invest in the development of its workforce and acknowledge that newly qualified nurses need support to develop confidence as autonomous professionals. We offer a preceptorship programme to provide a structured, supportive bridge during which you will be able to consolidate your pre-registration learning and work on areas of required growth with the support and guidance of an experienced registered practitioner in your workplace.

The preceptorship programme is also a useful resource for experienced registered practitioners joining the Trust for the first time. It offers examples of areas that you may wish to consider in more detail in your new role and outlines a framework by which you as an individual practitioner can be assessed or evidence your own professional and personal growth.





Apprenticeship development

From the moment you are registered as an apprentice you will receive a purpose-built apprenticeship programme to meet the needs of your new position and you as an individual.

Your development plan will be tailored to your new role and the skills, knowledge and behaviours it requires. Each apprenticeship also has an assessment plan and an end-point assessment; you will be allocated an assessor who will work with you on this, alongside your manager.

Appraisal

The annual performance appraisal is essential to monitoring and maintaining the talent and skills of staff in our organisation in accordance with the DCHS Way. The performance appraisal is an opportunity to review past performance, give and receive feedback and make plans for the forthcoming year based on organisational and personal priorities as well as key performance indicators.

Wellbeing at DCHS

At DCHS we have a simple philosophy when it comes to your health and wellbeing, we believe that work should benefit your health, not challenge it.

This is why we consider staff health and wellbeing throughout every aspect of our organisation and the work we do. This focus has resulted in us consistently scoring top in the staff survey for employee engagement and organisational focus on staff wellbeing across all community NHS trusts.

We ensure this focus through a dedicated Staff Wellbeing Team that oversee our strategy and link in with HR and operational colleagues to make sure your health is accounted for at every step of your time with us. We place a particularly big focus on your mental health. Working in the NHS can be stressful so we have various functions in place to look after your emotional wellbeing.

We offer stress management and resilience training, regular Schwartz Rounds, a network of coaches and mentors, as well as self-care tools and resources. We are also signed up with Time to Change and Mindful Employer and promote Time to Talk campaigns. We even have an in-house counselling service where you can get free, impartial and confidential 1-1 talking therapies.

For your physical health we have a specialist staff physio, health MOTs, and fast-track self-referral to many of our outpatient services.

When you arrive at DCHS you will meet our Staff Wellbeing Team on Day 1 of your Induction and they will talk you through everything that is available to you. When you arrive at your new base you can meet your local Staff Wellbeing Champion (we have over 100 across DCHS!) who will help you settle in and find out what is available to you, for example our intranet pages full of resources and signposting to support your wellbeing.

If there's anything you aren't sure about or anything that you feel is missing from what the Staff Wellbeing Team offer you only have to ask, our service is here to support you and is only ever a phone call away.





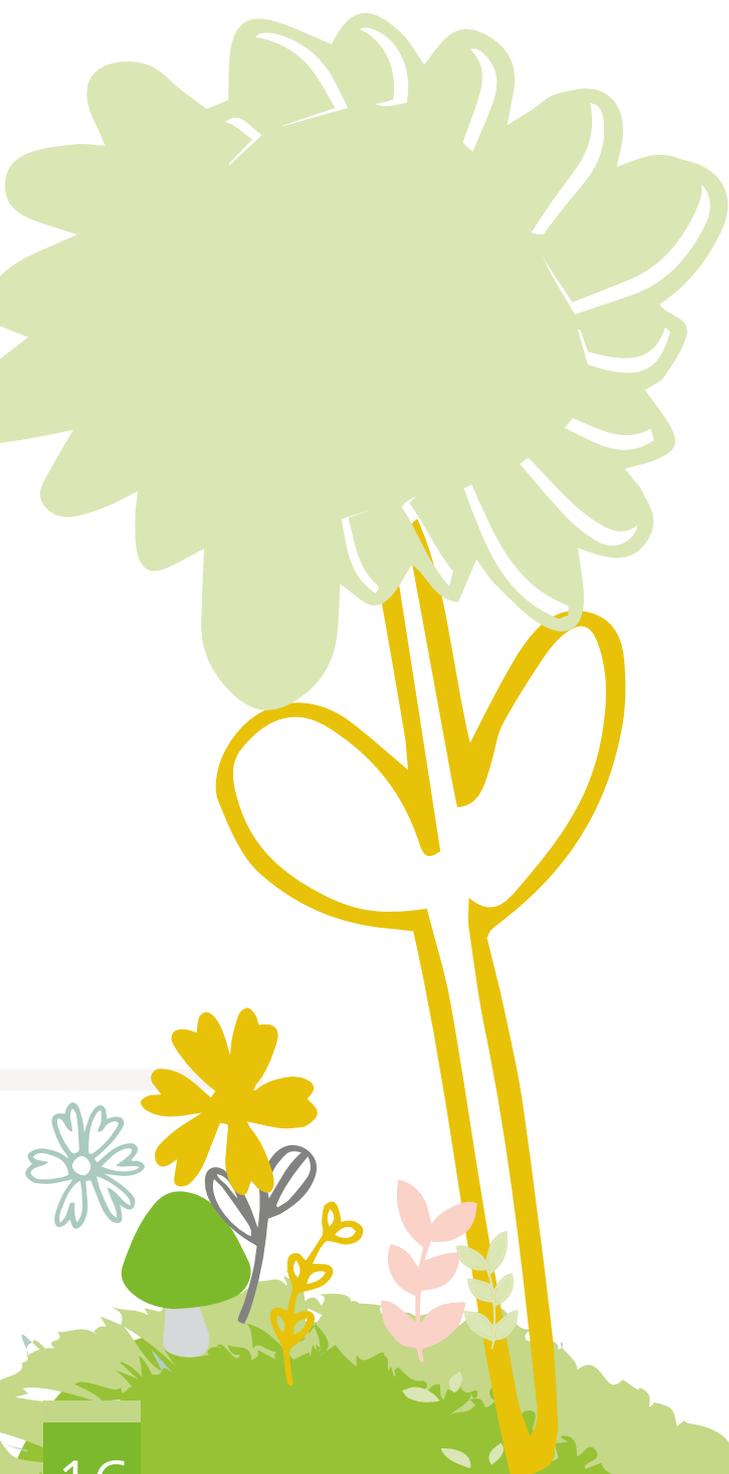
Inclusion and fairness in the workplace at DCHS

DCHS has a good reputation both locally and nationally for its work on equality, diversity and inclusion. However with a workforce that is so large, and such a rich, diverse group of people receiving services, there will inevitably be moments of conflict.

There are nine protected characteristics in total; Age, Disability, Gender and Gender Reassignment, Marital and Civil Partnership Status, Pregnancy and Maternity, Race, Religion and Belief or Absence of Religion and Belief, Sexual Orientation and Sex.

If we are to provide the best possible support and development opportunities for our team members we need team members to understand that equality, diversity and inclusion is everyone's business. It is not 'political correctness' or just 'saying the right thing' but about embedding a culture of fairness and respect that we can be proud of and look forward to coming into the workplace every day.

One thing that helps us to embed this is key team members that are willing to be spokespeople for their service areas, and to keep other team members updated as well as providing a point of contact and information should there be any queries within services.





MYRIAD VOICES

The Myriad Voices umbrella encompasses DCHS staff who identify under:

- Disability
- Black and Ethnic Minority (BME)
- Lesbian, Gay, Bisexual, Trans and Questioning+ (LGBTQ+)
- Long Term Conditions

The groups aim to promote inclusion and respect for staff and service users within DCHS. The groups are also open to staff who are interested in supporting work in that area even if they don't feel like they identify directly.

Why choose Derbyshire?

Derbyshire is an area of great natural beauty with rugged, peat-covered moorlands and magnificent limestone dales, with picturesque towns and villages, historic churches and some grand houses.

It is the location of Britain's first National Park - the Peak District National Park, which is the world's second most visited National Park. The Peak District is located in the central northern part of England,

covering parts of the counties of Derbyshire, Staffordshire, Cheshire and South Yorkshire.

Whether you enjoy some serious shopping or leisurely sightseeing Derbyshire's vibrant towns offer a tempting array of attractions and impressive architecture, as well as regular markets and other special fairs and events.

Starring roles

Derbyshire has taken centre stage in everything from Hollywood blockbusters to gritty television dramas. Here are the headline acts that have been launched in the area:

- Chatsworth – setting for the film of Jane Austen's novel *Pride and Prejudice*
- Derwent Valley – setting for the war film *The Dam Busters*
- Dovedale, Lindale and Ilam Hall – luscious white peak landscapes that appeared in the latest version of *Robin Hood*
- Hardwick Hall – Elizabethan splendour transformed by 21st century technology into Malfoy Manor in *Harry Potter*.

Mileage

Staff eligible for an Essential User allowance will receive a £700 a year lump sum (payable monthly). DCHS has retained the lump sum element where nationally it has been removed, we are one of the first Trust's to do this. All staff will be eligible for the following allowances:

From	To	Time via car	Distance via car	Time via public transport
Derby	Ilkeston	21 mins	10.2 miles	22 mins
Derby	Ashbourne	27 mins	13.6 miles	38 mins
Sheffield	Chesterfield	33 mins	13.2 miles	25 mins

Top places and experiences you shouldn't miss...

- Chatsworth, known as the palace of the peak.
- Historic home of Dukes of Devonshire with 1000-acre estate and ever changing exhibitions.
- Haddon Hall, described as the most perfect English house to survive from the middle ages.
- National Trust properties, Derbyshire has some of the finest and most varied National Trust properties in the country.
- Bakewell pudding, try the Peak District's world famous delicacy.
- Buxton Opera House, take in a show at the Edwardian gem of a theatre.
- Well Dressing, centuries old tradition of creating living art installations from petals and other natural materials.
- Castleton's Caverns, marvel at the largest natural cave mouth in Europe.

Travel around Derbyshire

Car parking

A huge benefit to DCHS employees is that they can take advantage of free car parking at the majority of our sites.

Travel

Our sustainable travel plan includes a number of benefits and schemes available to you:

- The Cycle to Work scheme offers you the chance to purchase a new bicycle and accessories at reduced costs to encourage greener ways of travelling to work
- Lease cars and salary sacrifice lease cars offer hassle-free motoring with an all inclusive fixed monthly cost and only your fuel costs to add
- Private use of pool cars through Co-wheels Car Club offer highly reduced rates for renting a car when you need it from as little as half an hour rental to all weekend
- The majority of our hospitals, clinics and health centres provide free car parking to staff and patients.

There are many other reasons to work for DCHS, for any further information feel free to contact the People Resource Team:

E: **DCHST.staffingsolutions@nhs.net**

T: **01246 253077** option 2

W: **www.dchs.nhs.uk**

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