



## TERMS & CONDITIONS

### **Application Information**

Please read the 'Guidance Notes' for advice on how to complete your application form. This contains important information on how posts are shortlisted, interviewed and, for successful candidates, the pre employment checks that are conducted.

Please read the job description/person specification for the role you are applying for and tell us in your application how you meet the skills and knowledge required. When completing an application form please ensure you provide each referees full name, organisation, full postal address and suitable e-mail address where possible as this can speed up the recruitment process.

As a minimum, we will ensure the following references are obtained for all successful candidates:

- **New appointees coming into the NHS for the first time:**  
At least 2 references are required, 1 being from your current or most recent employer/line manager. References must cover the previous 3 years or more employment.
- **New appointees moving from another NHS trust into DCHS:**  
Only 1 factual reference is required from your current employer i.e. line manager (if they have known you in a managerial capacity for less than 1 year, another professional reference will be required)

If you encounter difficulty in applying online, require the application form in an alternative format, have any questions about the application form or require any assistance in the completion of the document, we will be happy to help. Please feel free to contact Staffing Solutions on 01246 253077 opt 2 (please have the job reference number ready) so that we can provide the appropriate support.

All shortlisted candidates will receive details of the interview within 6 weeks of the closing date.

### **Values Based Recruitment**

DCHS uses a Values Based Recruitment approach to help select employees whose personal values and behaviours align with the values of the Trust. In addition to the questions about your skills & abilities aligned to the Job Description and Person Specification you will be asked to show evidence of how you have displayed our Values. You will be asked questions relating to our values and how your personal values align with these. For these questions, you will have to talk about a time when you displayed the value or behaviour and what the outcome of this situation was; learning outcomes etc.

We have adopted this approach because it enables us to explore what is important to you as an individual, thereby enabling us to assess the extent to which your personal values align to those of the Trust.

### **What are the Trust Values?**

Details of our Vision and Values are given on our website [www.dchs.nhs.uk](http://www.dchs.nhs.uk) – 'Work for Us' / Working for DCHS

If you already work in the NHS and want to apply for a fixed term role we will discuss options with you including a possible secondment, you may need prior approval from your manager prior to any final offer.

## **Salary**

New employees to Derbyshire Community Health Services NSH Foundation Trust (DCHS) will normally be placed on the minimum point of the salary scale. In exceptional circumstances 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.

## **Increment date**

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

## **Patterns of Work**

DCHS usually operates 3 standard patterns of work, usually you will be assigned to one of these patterns of work that is relevant to your role.

- 7 day week
- 5 day week – Monday to Friday
- 7 day week – 24 hour service

In accordance with the trusts terms and conditions of employment, you may be reasonably required to re-locate your base to work mainly at another site within the roles locality during your employment.

In addition to this the post holder will be expected to work across any combination of trust sites and other settings in the discharging of duties, roles and responsibilities attached to the role.

## **Pension Scheme**

This post entitles you to join the National Health Service Superannuation Scheme. You will automatically become a member of the scheme on appointment, unless you request to opt out of the Scheme.

## **DBS Checks**

Most posts are subject to a DBS check, however having a criminal record will not necessarily bar you from obtaining a position. If this post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 it will be necessary for a DBS check to be made to check any previous criminal convictions. All successful applicants who require a DBS check for the role will be charged for the cost of a DBS (currently £26 standard or £44 enhanced). Arrangements will be made to deduct this fee from an individual's first available pay with DCHS.

## **Annual Leave**

### **Full-time:**

In a full year from 1st April to 31st March you will be entitled to:-

- 27 working days (plus 8 Bank Holidays) up to five years' service
- 29 working days (plus 8 bank holidays) over 5 years up to 10 years
- 33 working days (plus 8 bank holidays) 10 years and over.

### **Part-time:**

You are entitled to annual leave pro-rata to the above amounts.

Previous NHS relevant experience may be taken into account for the accrual of annual leave benefits in accordance with DCHS's policy. Any relevant NHS service would need to be verified.

Please note - Where an employee joins the employment of the trust part way through a month annual leave will be calculated from the beginning of the following month.

### **Continuous Service**

Non-medical vacancies: In submitting an application form, you authorise DCHS to confirm any previous NHS Service details via the Electronic Staff Records Inter Authority Transfer process should you be appointed.

### **Induction**

All new staff joining DCHS are required to attend a mandatory corporate induction programme, held in the South Normanton/Chesterfield area, as follows:

- 3 days – Most non clinical staff
- 3.5 days – Some categories of staff
- 4 days – Some categories of staff
- 5 days – Some categories of clinical staff

Travel expenses will be paid in line with DCHS policy.

In addition to the induction programme, Some RNs are also required to attend the mandatory 1 Day Fundamentals in Medications training.

Following induction, all band 1-4 non-registered clinical support staff and newly qualified nurses will also be invited to attend a Foundations in Care programme. This 7 day programme is to equip staff with practical skills grounding. The dates for Foundations in Care follow the date of the induction week.

## **Travel and Expenses**

Please note this role may require travel within the duties attached to the position. In the circumstances when travel is expected the following rates will be paid. Mileage Rates (as at April 2014) and were agreed locally outside the payments offered under Agenda for Change National Terms and Conditions of Service.

- All users first 10,000 miles: 45p per mile (HMRC advisory rate – not taxable)
- All users, over 10,000 miles: 25p per mile (not taxable)
- Pedal Cycle: 20p per mile
- Lease Car: 15p per mile (HMRC advisory rate)
- Motor cycle: 25p
- Public Transport: 25p
- Equipment rate additional 3p per mile
- Passenger rate additional 5p per mile

In addition to this an essential user lump sum is paid at £700 per year if the role is deemed to require extensive travel across the trust.

## **Probation Period**

Please note the Trust operates a Probation Policy and the successful applicant would need to undergo a period of 6 months' probation (external applicants) or 3 months (settling in period). NB – not applicable for bank roles.

For all newly appointed individuals including internal staff, the appointment start date will become the annual date that incremental increases are awarded if applicable in line with the appraisal policy.

## **Sick Pay**

You will be entitled to sick pay benefits from the date of commencement as long as you comply with the Authority'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 month's 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

## **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 DCHS without a break in service at the beginning of the 11th week before the EWC (due date) they are eligible to receive the following:

<b>Weeks</b>	<b>Entitlement</b>
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	90% of average weekly earnings or SMP (whichever is the lower)

## **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:

<b>Weeks</b>	<b>Entitlement</b>
1-8	Full pay (inclusive of Statutory Adoption Pay - SAP and/or certain allowances/benefits if applicable)
9-26	Half pay plus SAP (if applicable, provided this does not exceed your normal full weekly pay)
27-39	90% of average weekly earnings or SAP (whatever is the lower)
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.

## **Childcare Vouchers**

The Trust operates a childcare voucher scheme which you can access if you are employed by DCHS NHS Trust. Can purchase up to £55 per week (£243 per month) in vouchers, maximum annual savings around £930 (depending on the rate at which you pay Tax and NI).

## **Professional Registration**

If the post requires professional registration staff are responsible for maintaining the registration and ensuring it does not lapse.

## **Training & Personal Development**

All staff are responsible for ensuring that their own continuous professional development remains up to date. In addition staff are required to undertake mandatory training in accordance with DCHS's policy

## **FAQs**

### **I've done an online application, what happens next?**

After the advertised closing date all applications are passed in electronic format through NHS Jobs to the Staffing Solutions Team. The Appointing Officer then receives copies of all applications received and assesses them in line with the Job Description and Person Specification. This helps them to identify those candidates who match closely with the essential and desirable criteria for the post. This is called the 'Shortlisting Process'. Due to the volume of applications received we are unable to acknowledge each application therefore if you haven't heard anything within four weeks of the closing date this means you will not have been shortlisted.

### **What happens if I am shortlisted?**

If you are shortlisted by the Appointing Officer you will be invited to an interview with a panel of between two and five members. All invitations to interview are in writing (usually via email) and we aim to give 10 working days' notice of interview dates. The panel will consist of a 'chair' who is usually the Appointing Officer, together with one to four other members of DCHS staff who have experience in the recruitment and selection process.

### **How should I prepare for the interview?**

As the interview is panel based you should prepare beforehand. Check the invitation letter; are you expected to do anything specific at the interview for example, is there an assessment test, do you have to do a presentation? The panel will have prepared a set number of questions based around the Job Description and Person Specification. All applicants will be asked the same questions at interview to ensure that everyone gets an equal chance at the job. Read the Job Description and Person Specification thoroughly prior to the interview. Check the website and if the advert gives a contact name for an informal chat, contact them.

### **What happens after the interview?**

You will be telephoned following the interview by the chair to advise you on the outcome of your interview. You will be telephoned whether you have been appointed or not. If you have been unsuccessful you can be given feedback as to your performance if you require it. If you are successful you will be sent a formal offer of employment. All offers at this stage are subject to our receiving satisfactory references, Disclosure & Barring Service (DBS) check (where appropriate) and a health check. We advise you to hand your notice in at this stage so that you can be working your notice whilst the pre-employment checks are carried out.

### **And then?**

Once we receive clearance the Appointing Officer will contact you to agree your start date for employment. You will then receive a contract of employment and details as to the DCHS Corporate Induction process. Throughout this process the Staffing Solutions Team are available to answer any questions or queries you may have about the recruitment process. Please quote the job reference number when contacting [dchst.staffingsolutions@nhs.net](mailto:dchst.staffingsolutions@nhs.net) or via 01246 253077, option 2.

## **The Equality Act 2010**

The Equality Act 2010 has been designed to simplify anti-discrimination law. The Act has brought together nine separate pieces of legislation into one. It has also strengthened the law to help tackle discrimination and inequality.

The Act covers nine 'protected characteristics' or equality groups: These are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race – this includes ethnic or national origins, colour and nationality
- religion or belief
- sex
- sexual orientation

## **Work Permits / Non-EEA Nationals**

Job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be appointed to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to accept the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. For further information and to self-assess the likelihood of obtaining a Certificate of Sponsorship, please visit the UK Border Agency website.