

Conditions of Service

The following information provides you with a guide to the conditions of service at Blackpool Teaching Hospitals NHS Foundation Trust. Full details of your contractual offer will be made following successful completion of your pre-employment checks.

POST:	Specialist Medical Secretary (Microbiology) Band 4
DIVISION/DIRECTORATE:	Clinical Support/Pathology
TEMPORARY/PERMANENT:	Permanent
SALARY:	Commencing salary will be in the range of the following per annum pro rata: Band 4: (£23,949.00 to £26,282.00) Remuneration is payable monthly via direct to a bank/building society account. You will be appointed within the salary range advertised based on your relevant experience.
HOLIDAYS: Under 5 years NHS service	27 days (based on a 5-day week and includes 2 extra statutory days) pro rata to the number of complete calendar months worked in any leave year April - March.
After 5 years and up to 10 years NHS service	29 days (based on a 5-day week and includes 2 extra statutory days) pro rata to the number of complete calendar months worked in any leave year April - March.
After 10 years NHS service	33 days (based on a 5-day week and includes 2 extra statutory days) pro rata to the number of complete calendar months worked in any leave year April - March.
BANK HOLIDAYS:	Eight National days per annum (based on working a 5-day week).

HOURS OF WORK:	37.5 per week
PART TIME ONLY:	Annual leave entitlement for part-time staff will be inclusive of 2 extra statutory days and inclusive of bank holidays pro-rata to full time entitlement and calculated in hours.
SICK PAY SCHEME:	The Trust operates an Occupational Sick Pay Scheme.
PENSION SCHEME:	The post is pensionable unless an option is taken to opt out of the Scheme.
NOTICE PERIODS:	<p>Band 1-4</p> <p>1 months' notice of termination is required by the postholder.</p> <p>Band 5-6</p> <p>2 months' notice of termination is required by the postholder.</p> <p>Band 7</p> <p>3 months' notice of termination is required by the postholder.</p>
MEDICAL EXAMINATION:	<p>Appointment is subject to a satisfactory health clearance. Successful candidates will be required to complete a medical declaration form. In some instances, a medical examination may be necessary.</p> <p>Where the successful candidate is currently in employment, it is advisable to defer resignation from the present post until the outcome of the pre-employment medical examination is known.</p>
NON-SMOKING:	In line with national guidelines the Trust operates a Non-Smoking Policy which applies to all staff, patients, and visitors. Staff are required to comply with this policy by not smoking on Trust premises and grounds or when wearing any uniform or identification

badge supplied by the Trust. Employees must not absent themselves from their place of work during working hours for the purpose of smoking.

CAR PARKING:

There are parking restrictions at some hospital sites:

Victoria and Clifton Hospitals - There are separate parking areas for staff and patients. Staff are not permitted to park in car parks designated for patients and visitors for example, pay and display and patient levels of the main entrance car park. Parking Enforcement Notices are in operation.

A permit scheme is in operation in staff car parks. Permit applications will be assessed for eligibility and priority in accordance with the information provided on forms. If a permit is not available, the applicant will be added to the waiting list

Disabled staff with special needs will be afforded priority consideration for a permit.

Permits are subject to availability and will only be issued when spaces are available. The main parking areas for staff at Victoria Hospital are in the Main Entrance and Existing Multi-Storey Car Parks and limited spaces are available on designated surface car parks on the hospital site. At Clifton Hospital, the staff car park is on site. For further details please refer to the Staff Car Parking Guidelines

Fleetwood Hospital - Staff are not permitted to use parking facilities on the site. Further detailed information on other Terms and Conditions of Service for this post can be found in the "Agenda for Change Terms & Conditions of Service Handbook 2005", available from:

www.nhsemployers.org/pay-conditions/agenda-for-change

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