

2020

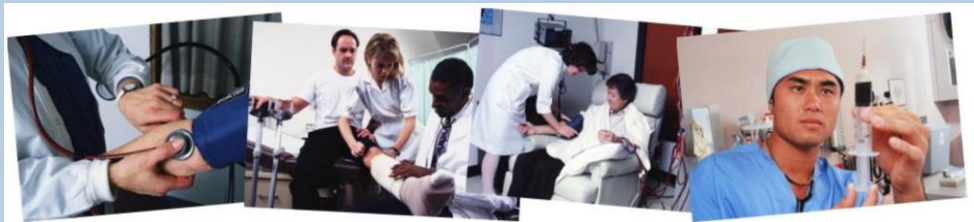


Southern Health
and Social Care Trust

Quality Care - for you, with you

CONTRACTUAL
INFORMATION FOR
DOCTORS ON ROTATION IN
THE NORTHERN IRELAND
DEANERY EMPLOYED BY:

**Southern Health & Social
Care Trust**



Medical Staffing Department
Southern Health & Social Care Trust

Section	Content
1	Introduction to Southern Trust
2	Who to contact & Useful links
3	Medical Management Structure in Southern Trust
4	NIMDTA rotations
5	Contract of Employment
6	Working Patterns & Pay bandings
7	Flexible Trainees
8	Revision of Pay banding
9	Overview of Pay Bandings & Rotas
10	Joint Local Negotiating Committee
11	Junior Doctors' Trainee Forum
12	Mandatory Training Requirements
13	Annual Leave
14	Statutory Leave
15	Study/Professional Leave
16	Sickness Absence
17	Maternity Leave
18	Hospital Accommodation
19	Travelling Expenses
20	IT Accounts/Bleeps/ID Badges
21	Locum Work
22	Pension Information
23	Professional registration
24	Doctors in Difficulty
25	Resignation
26	Letters confirming employment
27	Other relevant policies & guidance
28	How to access Intranet Page

WELCOME TO THE SOUTHERN TRUST!

We hope you enjoy your rotational training at this Trust.

1. INTRODUCTION

The Southern Trust is one of the largest employers in Northern Ireland. Job vacancies for the Trust are advertised on <http://v2.hscrecruit.com> where you can apply online. The Trust provides essential patient and client centred services to a population of 335,000 people in the local areas of Armagh, Banbridge, Craigavon, Dungannon and South Tyrone, and Newry and Mourne.

A variety of roles exist within the Southern Trust covering a range of staff groups including Administrative & Clerical staff, Ancillary & General – Support Staff, Nursing & Midwifery, Social Work, Allied Health Professions and Medical & Dental staff. For more information on the type of roles available visit www.nhscareers.nhs.uk

There are many key benefits of working for the Southern Trust. It offers a competitive remuneration package and terms and conditions of employment - full details applicable for Rotational doctors in training are available on the Department website:

http://www.dhsspsni.gov.uk/index/hrd/pay_and_employment/scujuniordoc-2.htm

The Southern Trust Vision is

To deliver safe, high quality health and social care services, respecting the dignity and individuality of all who use them.

Our Values

We will

- Treat people fairly and with respect
- Be open and honest and act with integrity
- Put patients, clients, carers and community at the heart of all we do
- Value staff and support their development to improve our care
- Embrace change for the better
- Listen and learn

Our Priorities

- Providing safe high quality care
- Maximizing independence and choice for our patients and clients
- Supporting people and communities to live healthy lives and to improve their health and wellbeing
- Being a great place to work, valuing our people
- Making best use of resources
- Being a good social partner within our communities

2. WHO TO CONTACT

For further information in relation to any aspect of your employment, please contact the Medical Staffing Department for advice.

Medical Staffing Section (HR Department) The Brackens Craigavon Area Hospital 68 Lurgan Road Portadown BT63 5QQ
Mrs Zoe Parks – Head of Medical Staffing Direct Line: 028 37560106 Email: Zoe.Parks@southerntrust.hscni.net
Mr Malcolm Clegg – Medical Staffing Manager Direct Line: 028 37560103 Email: Malcolm.Clegg@southerntrust.hscni.net
Miss Niambh O’Hanlon – Medical Staffing Officer Direct Line – 028 375 60104 Email – niambh.ohanlon@southerntrust.hscni.net
Mrs Andrea McNeice - Medical Staffing Officer Direct Line: 028 37560102 Email: Andrea.McNeice@southerntrust.hscni.net

Useful links:

Specific page on NIMDTA website for rotational doctors changing Trusts:

<http://www.nimdtg.gov.uk/recruitment/trust-hr-information/>

DHSSPSNI - Medical & Dental Terms and Conditions of service:

<https://www.health-ni.gov.uk/publications/hospital-medical-and-dental-staff-and-doctors-public-health-medicine-and-community-0>

NHS Employers - Guidance for flexible trainees:

http://www.nhsemployers.org/-/media/Employers/Documents/Pay-and-reward/doctorstraining_equitable_pay_cd_080405.pdf?la=en&hash=8747EAE0AC05C37078F0070FE3208B876C91C287

DHSSPSNI – 2017 Pay Circular for Medical & Dental Staff

<https://www.health-ni.gov.uk/sites/default/files/publications/health/HSC%28TC8%2901-2018-Pay-and-Conditions-of-Service-for-Hospital-Medical-and-Dental-Staff.pdf>

NIMDTA – Study Leave Guidance

<http://www.nimdtg.gov.uk/study-leave/>

HSC Pension Scheme: <http://www.hscpensions.hscni.net/>

GMC Absences from Training in the Foundation Programme

[http://www.gmc-uk.org/Absence from training in the Foundation Programme Jun 13.pdf](http://www.gmc-uk.org/Absence%20from%20training%20in%20the%20Foundation%20Programme%20Jun%2013.pdf) 52344411.pdf

3. MEDICAL MANAGEMENT STRUCTURE IN SOUTHERN TRUST

Medical Director	Dr M O’Kane
Associate Medical Directors	
Dr S Tariq	Cancer & Clinical Services
Dr M Haynes	Surgery & Elective Care
Dr P Murphy	Medicine & Unscheduled Care/Emergency Medicine
Dr M Hogan	Maternity & Women’s Health
Dr D Scullion	Anaesthetics, Theatre and ICU
Dr P McMahon	Mental Health & Disability
Dr A Khan	Children & Young People
Clinical Directors	
Mr C Weir	Acute Surgery DHH, Urology, ENT
Dr U Bradley	Medicine & Unscheduled Care CAH
VACANT	Acute Medicine DHH
Dr M Yousuf	Radiology
Dr H Boyd	Laboratory Services
Dr P McCaffrey	Geriatric Medicine & Acute Care at Home
Dr A Currie	Obstetrics & Gynaecology CAH
Dr M Kamath	Obstetrics & Gynaecology DHH
Dr J Minay	Mental Health
Dr A Subramanian	Learning Disability
Dr B Aljarad	Acute Paediatrics DHH
Dr J Hughes	Community Paediatrics
Dr S Thompson	Acute Paediatrics CAH
Dr D Kumar	Anaesthetics (DHH)
Dr N Rutherford-Jones	Anaesthetics (CAH)
Dr D McCaul	Cancer Services
Dr G Hampton	Emergency Medicine
Dr L Cassidy	CAMHS
Dr C Clarke	Intensive Care Unit (CAH & DHH)
Mr R McKeown	Trauma & Orthopaedics
Mr D Gilpin	General Surgery
Mr E McNaboe	ENT / Urology

4. NIMDTA ROTATIONS

There are a number of important documents which you must complete in advance of commencing or transferring into a new rotation. The information required by this Trust has been uploaded onto the Northern Ireland and Medical and Dental Training Agency website. **Please ensure you refer to this website to ensure you have completed all the appropriate documentation.**

The majority of these forms are consistent across all five Trusts in Northern Ireland. The ESSENTIAL information is set out in a checklist to help you identify the forms which **must be provided in advance of your first day**.

5. CONTRACT OF EMPLOYMENT

The Southern Trust contract of employment for rotational junior doctors in training is based upon the model contract which is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff (TCS). The model contract is available on the DHSSPSNI website for reference if necessary.

The Trust aims to have your contract of employment issued as soon as possible after you commence your rotation. It is normally held for the first number of weeks until we receive confirmation of previous service to ensure your correct salary point can be included. We will however aim to have this issued to you within the first 8 weeks of your commencement. This will set out the specific terms and conditions applicable for your post and the minimum notice periods that apply. Job Descriptions do not ordinarily accompany these contracts, since you should already have received your national profile and job description from the Northern Ireland Medical and Dental Training Agency.

6. WORKING PATTERNS & PAY BANDINGS

The Southern Trust uses an electronic monitoring system for monitoring all rotational junior doctors' working patterns (Zircadian). Working patterns are continuously under review to monitor ongoing compliance with the relevant legislation. Monitoring of working patterns normally occurs twice a year (March/April & September/October), however there are a number of rotas which have been approved for annual monitoring within the Southern Trust. Details of these can be obtained from the Medical Staffing Department. You are contractually obliged to work with the Trust in monitoring hours of work. The Trust works closely with the Board Liaison Group who also has responsibility for ensuring that doctors and dentists in training work within the legislative requirements of Working Time regulations and the regulatory requirements of the New Deal.

An overview of all working patterns within the Southern Trust is summarized in Section 8 for your information. This information is subject to change so you should contact the Medical Staffing Department on commencement for further information if required.

7. FLEXIBLE TRAINEES

If you will be working part time or as a “slot share” within your rotational post, you should ensure you contact the Medical Staffing Department in advance of starting your new post since you will adopt a different pay banding system to your full time counterparts. The method for calculating your pay band is set out in the NHS Employers document “Equitable pay for flexible medical training.” The exact working pattern must be agreed with your supervising consultant to ensure the part time rota is constructed to consider service requirements. A copy of the rota should be forwarded to Medical Staffing for calculation of pay banding.

8. REVISION TO PAYBANDS

Pay banding supplements may be altered in light of changes in working patterns in order to improve compliance with New Deal and EWTD legislation. If a pay band changes while you are in post, you will be notified with a letter of variation. Pay protection may be applicable in accordance with Paragraph 21 of the Terms and Conditions of Service. If you have any questions around re-banding or pay protection, please contact the Medical Staffing Department.

9. Overview of SHSCT Working Patterson & Pay Bandings (January 2019) (*subject to change*)*

CRAIGAVON AREA HOSPITAL					
Base	Specialty	Rota Frequency	Grade	Current Band	Working Pattern
Craigavon Area Hospital	Emergency Medicine	1:12	F2/GP Trainee/CT	1A (50%)	Full Shift
Craigavon Area Hospital	Emergency Medicine	1:6	StR/SpR/Specialty Doctor	1A (50%)	Full Shift
Craigavon Area Hospital	Anaesthetics (ICU)	1:7	F2/CT	1A (50%)	Full Shift
Craigavon Area Hospital	Anaesthetics (1 st on call)	1:7	CT/StR	1A (50%)	Full Shift
Craigavon Area Hospital	Anaesthetics 2 nd on call Obstetrics rota	1:8	StR/SpR	1A (50%)	Full Shift
Craigavon Area Hospital	Medicine, Surgery & T&O	1:23	F1	2A (80%)	Full Shift
Craigavon Area Hospital	General Medicine	1:20	F2/CT/StR	1A (50%)	Full Shift
Craigavon Area Hospital	General Medicine	1:11	StR/SpR	1A (50%)	Full Shift
Craigavon Area Hospital	General Surgery	1:7	F2/CT	2A (80%)	Full Shift
Craigavon Area Hospital	General Surgery	1:6	StR/SpR	2A (80%) <i>currently Band 3</i>	Non-resident on call
Craigavon Area Hospital	ENT	1:5	CT	1A (50%)	Non-resident on call (1 st on call)
Craigavon Area Hospital	ENT	1:5	StR/SpR/Specialty Doctor	1A (50%)	Non-resident on call (2 nd on call)
Craigavon Area Hospital	Urology	1:5	StR	2B (50%)	16 hour Partial Shift
Craigavon Area Hospital	Obs & Gynae	1:8	F2/StR/Specialty Doctor	1A (50%)	Full Shift
Craigavon Area Hospital	Obs & Gynae	1:8	StR/SpR	1A (50%)	Full Shift
Craigavon Area Hospital	Paediatrics	1:7	F2/StR	1A (50%)	Full Shift
Craigavon Area Hospital	Paediatrics	1:8	StR/SpR/Specialty Doctor	1A (50%)	Full Shift
Craigavon Area Hospital	Radiology	1:6	StR	1A (50%)	Full Shift (no nights)
Craigavon Area Hospital	Trauma & Orthopaedics	1:6	F2	2A (80%)	Non-resident on call
Craigavon Area Hospital	Trauma & Orthopaedics	1:9	StR/Specialty Doctor	2A (80%)	Non-resident on-call (2 nd on-call)
Craigavon Area Hospital	Psychiatry	1:14	F2/StR	1A (50%)	24 hour Partial Shift
Craigavon Area Hospital	Psychiatry	1:8	StR/SpR	1B (40%)	Non-resident on call (2 nd on call)
Craigavon Area Hospital	CAMHS	1:7	CT/StR	1A (50%)	Non-resident on call (regional)

Craigavon Area Hospital	CAMHS	1:7	StR/SpR/Specialty Doctor	2B (50%)	Non-resident on call (regional rota)
DAISY HILL HOSPITAL					
Base	Specialty	Rota Frequency	Grade	Current Band	Working Pattern
Daisy Hill Hospital	Medicine	1:11	F1	2B (50%)	Full Shift
Daisy Hill Hospital	Surgery		F1	1A (50%)	
Daisy Hill Hospital	General Surgery	1:6	F2/CT	2A (80%)	Full Shift
Daisy Hill Hospital	General Surgery	1:12	StR3	2B (50%) *2A	Full shift
Daisy Hill Hospital	Accident & Emergency	1:8	F2/StR	1A (50%)	Full Shift
Daisy Hill Hospital	General Medicine	1:14	F2/CT	1A (50%)	Full Shift
Daisy Hill Hospital	General Medicine	1:7	StR/SpR	1A (50%)	Full Shift (no nights)
Daisy Hill Hospital	Obs & Gynae	1:6	F2/StR	1A (50%)	Full Shift
Daisy Hill Hospital	Obs & Gynae	1:7	StR/Specialty Doctor	1A (50%)	Full Shift
Daisy Hill Hospital	Paediatrics	1:6	StR	1A (50%)	Full Shift

- The Medical Staffing Department only holds the template rota on file. Each specialty will have a “rota organizer” who will populate the rota template with individual doctors on a roster basis. For details of the actual rota to be worked, you should contact the Lead Consultant or Clinical Director within the relevant specialty.*

10. JOINT LOCAL NEGOTIATING COMMITTEE

The Local Negotiating Committee (LNC) of the BMA consists of representatives of doctors employed by the Southern Trust, a BMA Officer together with management representatives. The LNC meets quarterly to discuss, negotiate and determine Terms and Conditions of Employment including policies and procedures applicable to your employment. The LNC also agree and monitor local arrangements for the application and implementation of National Terms and Conditions. For further details on Trust representatives, please contact the Medical Staffing Department.

11. JUNIOR DOCTORS' TRAINEE FORUM

The JDTF is attended by junior doctors' representatives and representatives from the Medical Director's Office and Medical Staffing Office. The JDTF meet every 6 weeks to discuss issues or concerns raised by trainees. The forum is chaired by the AMD for Education and Training.

12. MANDATORY TRAINING FOR DOCTORS

The Trust has introduced an e-declaration which must be completed by all doctors working in the Southern Trust to detail the mandatory training. This link can be accessed at www.southerndocs.hscni.net.

13. ANNUAL LEAVE

The basic annual leave entitlements for junior doctors are as follows:

Specialist/specialty registrar and FTSTA, fourth or higher incremental point on pay scale:	6 weeks (30 days)
Specialist/specialty registrar and FTSTA, 1st,2nd or 3rd incremental point on pay scale:	5 weeks (25 days)
Foundation House Officer:	5 weeks (25 days)

The leave year for all doctors in training runs from each doctors' incremental date, which normally coincides with the August changeover. The Trust policy is that not more than 1 week of annual leave can be carried forward from one leave year to the next. It is not normally possible to carry forward any annual leave from one employer to another. All

annual leave must be requested and approved in advance in line with Trust policy. The Trust annual leave policy which has been agreed by the Local Negotiating Committee of the BMA is available from the Trust Intranet site.

GUIDANCE ON LEAVE & ABSENCE

The Southern Trust has specific guidance which sets out the general standards expected relating to leave and the arrangements for authorisation and management of absences for doctors in training. It also includes the specific occasions when doctors are obliged to provide cover for absent colleagues. This guidance has been approved by the Trust Local Negotiating Committee.

This is available from the Trust Intranet site, however should you require a copy before you commence employment, please do not hesitate to contact the Medical Staffing Department.

14. STATUTORY LEAVE

In addition doctors are entitled to 12 statutory/public bank holidays per year.

15. STUDY/PROFESSIONAL LEAVE

Study leave for rotational junior doctors in training is managed through the Northern Ireland Medical and Dental Training Agency. You should refer to the NIMDTA website and/or the “Gold Guide” for further information. Appropriate time off for study leave should be obtained in advance from your supervising consultant in the Trust.

16. SICKNESS ABSENCE

Junior doctors in training absent from duty owing to illness, injury or other disability receive the following sick leave allowances:

During the 1st year of service	1 months full pay (after completing 4 months' service) 2 months' half pay
During the 2nd year of service	2 months' full pay and 2 months' half pay
During the 3rd year of service	4 months' full pay and 4 months' half pay
During the 4th & 5th year of service	5 months' full pay and 5 months' half pay
After completing 5 years of service	6 months' full pay and 6 months' half pay

Pay includes the salary supplement. The Trust has discretion to extend these allowances in exceptional cases. Previous qualifying service will also be considered.

A junior doctor who is incapable of working because of illness should immediately notify their supervising consultant AND the nominated individual in their specialty who has responsibility for reporting this and informing payroll. These individuals are detailed in the Trust guidance document on leave and absence as referenced above. Doctors must also ensure they comply with the Trust sickness absence procedure. A copy of this policy is available from the Trust Intranet site or alternatively from the Medical Staffing Department.

17. MATERNITY LEAVE

Maternity issues for doctors in training – Guidance from NHS Employers:

<http://sharepoint/hr/ms/Information%20for%20Junior%20Medical%20Staff/Rotational%20Doctors%20in%20Training/NHS%20EMPLOYERS%20-%20Maternity%20Factsheet.pdf>

Doctors should also refer to the Maternity Information Pack available from the Trust Intranet or alternatively from the Employee Relations Department, St Lukes Hospital, Armagh.

18. HOSPITAL ACCOMMODATION

Limited accommodation is available on both Craigavon and Daisy Hill Hospital sites.

Accommodation is allocated on a “first come, first served basis.”

- Accommodation enquiries CAH site: 028 37560083
- Accommodation enquiries DHH site: 028 37562907

19. TRAVELLING EXPENSES

Doctors in training may be eligible, if certain conditions are met, to claim excess mileage expenses or the provision of free hospital accommodation in lieu of travel. Please refer to the Southern Trust “Relocation and Associated guidance for doctors in Training” which sets out the eligibility criteria. This guidance is available on the Trust Intranet site or alternatively by contacting the Medical Staffing Department. Doctors will be required to complete an eligibility form and return this to the Medical Staffing Department within 3 months of commencing the placement. Eligibility forms submitted after this 3 month period will only be considered for prospective payment.

20. IT ACCOUNTS / BLEEPs / ID BADGE

The Medical Staffing Department will work with the IT Department in advance of the junior doctor rotation to ensure IT accounts are set up for your commencement. User login and Passwords should be allocated within the first week. If you have any problems, you can contact the IT helpdesk on 028 37563600.

Doctors are required to pay a £20 deposit for bleeps. The switchboard supervisor will be available to distribute bleeps on the day of changeover. If you have any problems with bleeps, you can contact the switchboard supervisor on 028 38334444 or email JoAnn.Lyttle@southerntrust.hscni.net.

ID Badges can be arranged on receipt of a Photographic ID request form. This is normally organised as part of your induction. However should this be unavailable or you have any problems, this can be arranged in Craigavon Area Hospital site by contacting Patricia Murray on 028 37562454 or Email: Patricia.Murray@southerntrust.hscni.net or via the Portering Office in Daisy Hill Hospital Telephone 028 37562870.

21. LOCUM WORK

As part of your terms and conditions, you agree not to undertake locum medical or dental work for this or any other employer where such work would cause your contracted hours (or actual hours of work) to breach safe working hours in line with patient safety, European Working Time Directive and New Deal for Junior Doctors.

Should you be approached to undertake locum duties at a higher grade, you must obtain clearance to undertake such duties from the Training Programme Director/Postgraduate Dean. Trainees are asked to remind themselves with the provisions set out in paragraph 20 of your Terms and Conditions of Service which stipulate the maximum working hours and minimum daily and weekly rest periods which must be adhered to.

22. PENSION INFORMATION

Payroll Shared Services Centre can answer queries you may have on the Trust pension scheme. Telephone: 028 9536 2190. The HSC Pension Service administers the HSC Pension Scheme. Membership of the Scheme is open to:

- HSC employees
- HSC medical, dental, ophthalmic practitioners and assistants
- GP practice staff and some employees of certain approved organisations
- Some locums and Out of Hours providers' staff

Doctors should refer to the HSC Pensions website for detailed information on the pension scheme. (See useful links).

23. PROFESSIONAL REGISTRATION

You are required to hold a Licence to Practice and to be registered with the General Medical Council/General Dental Council throughout the duration of your employment. The Southern

Trust has agreed guidance with the Local Negotiating Committee of the BMA, on the responsibilities of employing doctors with GMC restrictions. Any doctor who is or may become subject to GMC restrictions must ensure they familiarise themselves with this document, which is available from the Medical & Dental Trust Intranet page or alternatively from the Medical Staffing Department.

24. DOCTORS IN DIFFICULTY

If you are experiencing difficulties that are having an impact on the progress of your training or your ability to work, help is available from a variety of sources. You should contact your clinical / educational supervisor immediately if you are experiencing any difficulties. Confidentiality will be respected and maintained in line with Good Medical Practice. The Trust's Occupational Health Department can also be contacted for appropriate support or advice if necessary.

All doctors in difficulty will be managed in accordance with 'Maintaining High Professional Standards Framework' with reference to NIMDTA guidance on the 'Management of Trainees requiring support'. If you require any further details on these documents, please contact the Medical Staffing Manager.

25. RESIGNATION FROM POST

In line with your appointment, you are entitled to receive the following notice of termination of employment and you are required to give the Trust the same notice as detailed below:

Locum Appointment for Training (LAT)	1 month
Locum Appointment for service (LAS)	1 month
Specialty Registrar (Fixed Term)	1 month
Specialty Registrar (Core Trainee)	1 month
Specialty or Specialist Registrar	3 months

All resignation letters should be sent to the Medical Staffing Manager in addition to the Northern Ireland Medical and Dental Training Agency. You should also consider if you need to inform any subsequent rotations in your training programme if appropriate.

26. LETTERS CONFIRMING EMPLOYMENT

Requests for **"To Whom It May Concern letters"** for the purposes of renting property or visa applications etc. should be directed to the Medical Staffing Department.

27. OTHER RELEVANT POLICIES

Child care vouchers Cycle to work scheme	Please refer to Trust Intranet under Policies & Procedures or contact: <i>Child Care Vouchers & Cycle to Work</i> – Cailin Campbell E-mail address: Cailin.Campbell@southerntrust.hscni.net Tel: 028 37564203
Work Life Balance policy, detailing types of leave	http://vsrintranet.southerntrust.local/SHSCT/HTML/PandP/PandP.html

28. HOW TO ACCESS THE TRUST INTRANET PAGE WHEN EMPLOYED BY TRUST:

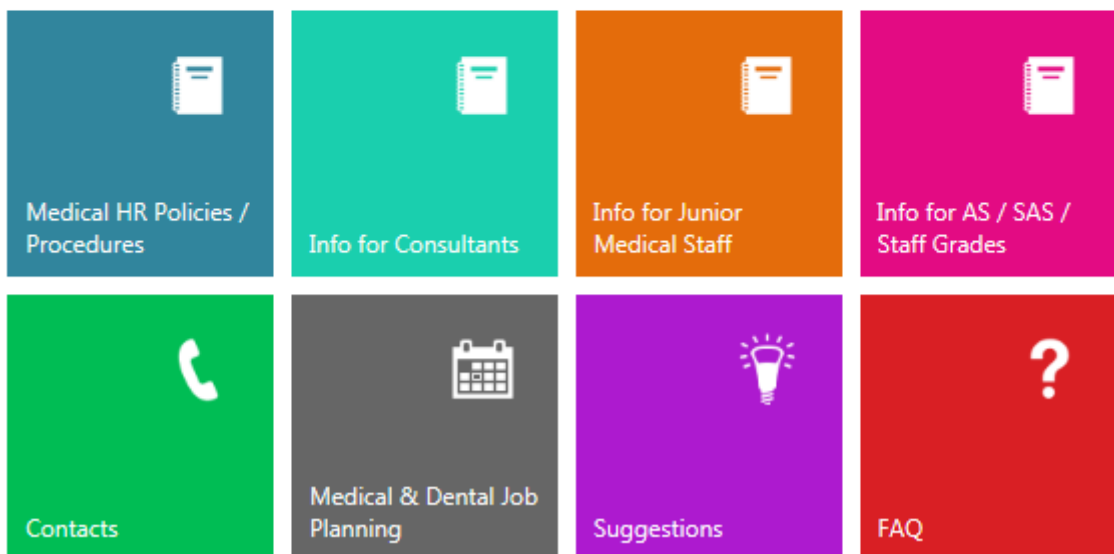
<http://sharepoint/hr/ms/SitePages/Home.aspx>

Home EDIT LINKS

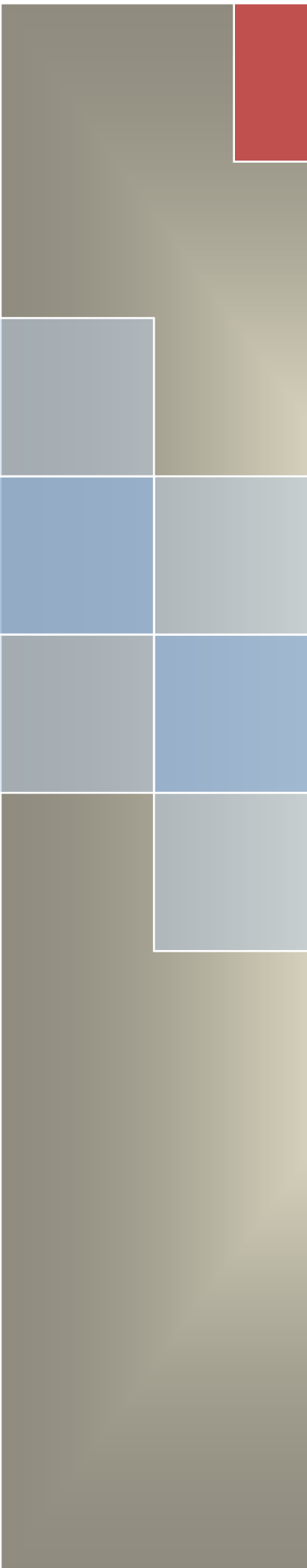
Medical Staffing

Medical Staffing

About Us: The Medical Staffing Department is responsible for employment matters for all medical and dental staff in the Southern Trust. We aim to provide leadership on all medical workforce issues to support the provision of a high quality, outcome focused medical HR service to Directorates. We will work alongside Associate Medical Directors, Clinical Directors and Service Directors to help develop directorate medical HR strategies for their medical/dental staff and can advise on all employment matters. You can contact us with any of your employment queries.



News



This document has been produced by the Medical Staffing Department in the Southern Health & Social Care Trust to meet the Code of Practice on the Provision of Information for Postgraduate Medical Education. If a doctor has a complaint about the information available, they should contact the Medical Staffing Manager in the first instance.

