

STAFF HANDBOOK

# Senior Educator Based at NIMDTA



## PGD/CEO Welcome



Dear Colleague

On behalf of the Board and the Senior Management Committee, it is my great pleasure to welcome you to NIMDTA as a new member of staff.

As an organisation, we have a privileged role with the Health and Social Care system in NI to attract, welcome, train, support and inspire doctors and dentists to serve the population by providing for their healthcare needs. Every one of us whether we are working at reception, managing study leave, overseeing contracts, looking after the property, recruiting staff or more directly interacting with trainees, trainers or appraisers all have vital roles in making sure that Northern Ireland has the doctors and dentists who have the knowledge, skills and experience that the population needs.

NIMDTA cannot carry out its role effectively unless we have a talented, supported, dedicated and valued staff who work together across departmental boundaries and who collaborate positively with our training partners where the trainees are placed.

Therefore as an organisation we have agreed on what our core values are:

1. **Putting people first.** By using the word people, we are including our staff, the trainers and appraisers we work with in the wider health and social care system, the trainees whose training we oversee and support and the population of Northern Ireland. This means that we want to attract, welcome, develop, support, value and inspire our staff, trainers and trainees as we seek to serve the healthcare needs of Northern Ireland's people.
2. **Professional Excellence.** We want to carry out our roles in education, training and appraisal efficiently, effectively, innovatively and to a very high standard. This means that we have a continuing focus on training, development and support of our staff as well as of trainers and trainees. We are also committed to continuous improvement and to striving for excellence.
3. **Principled.** We want to carry out our functions in an open and honest fashion, consistently communicating and acting with clarity, transparency and integrity.
4. **Partnership.** NIMDTA is working as a cog in a wider health and social care system. To carry out role and to achieve the desired outcomes, we need to interact and work in close partnership with many other organisations including the Department of Health, HSC bodies, national regulators (GMC and GDC) and national education bodies (HEE, NES, HEIW).

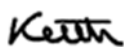
What does this mean in practice? NIMDTA wants to be an organisation that

- **listens** to staff, trainers, trainees and training partners. For staff, we do this through our team meetings, the staff forum and staff engagement events.
- **communicates effectively.** We do this through departmental meetings, monthly staff update newsletters, emails and staff briefings.
- **supports** staff to look after themselves physically and mentally and to develop new knowledge and skills. We do this through Health and Wellbeing events, a staff development programme and individual-specific training or support to undertake qualifications.
- **learns** and continuously improves. Therefore every week we consider incidents and complaints so that we can derive the maximal learning as soon as possible.

- **innovates** and develops new opportunities - with a mindset of wanting to do things better
- **recognises** and celebrates achievements and successes

We really hope that you will enjoy working at NIMDTA

Best wishes



## Role of the Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health, Social Services and Public Safety (DHSSPS) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. Its role is to attract and appoint individuals of the highest calibre to recognised training posts and programmes to ensure the provision of a highly competent medical and dental workforce with the essential skills to meet the changing needs of the population and health and social care in Northern Ireland.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes and rigorously assesses their performance through annual review and appraisal. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that the training and supervision of trainees support the delivery of high quality safe patient care.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA also works to the standards in the COPDEND framework for the quality development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA aims to use the resources provided to it efficiently, effectively and innovatively. NIMDTA's approach to training is that trainees, trainers and educators should put patients first, should strive for excellence and should be strongly supported in their roles.

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# General Terms and Conditions of Employment

These are the terms and conditions of employment for Senior Educators employed by the Northern Ireland Medical and Dental Training Agency and should be read in conjunction with the Consultant terms and conditions of service.

## 1. Hours of Work

Senior Educators are employed on the basis of programmed activities (PA's). A PA is a period of 4 hours and there are 10 PA's in a week, a full time contract is therefore 40 hours. A PA may be worked between the hours of 7 am to 7 pm Monday to Friday depending on the needs of the post and in agreement with the Chief Executive/Postgraduate Dean.

The hours of work for Senior Educators are agreed with the Chief Executive/Postgraduate Medical Dean on appointment and are outlined in the contract of employment. The hours of work are reviewed at annual appraisal with the line manager for sign off by the Chief Executive/Postgraduate Medical Dean.

As attendance at local and national meetings is an essential part of the role, flexibility is required to meet the business needs of NIMDTA. For attendance at meetings outside the normal working hours, time off in lieu will be granted. For national meetings time can be counted from arrival at the airport terminal and for residential meetings up until 9 pm. For local meetings time can be counted from home or from NIMDTA's premises whichever is the shortest and up to 9 pm.

Senior Educators may vary their hours of work to facilitate their clinical commitments if agreed with their line manager. Time in lieu should be agreed in advance with their line manager and all variances in the hours of work against job plans should be recorded on monthly sessional returns and submitted to the Professional Support Department.

## 2. Dress Code

NIMDTA employees are expected to be dressed appropriately.

NIMDTA operates a dress-down day on the last Friday of each month in aid of charity.

## 3. Smoking Policy

NIMDTA operates a no-smoking policy.



## 4. Telephone and Internet Usage

The use of the telephone and the internet is restricted to usage for NIMDTA business. NIMDTA recognises that there will be instances where employees have to make urgent personal calls, however excessive use of the telephone for personal business is considered to be a disciplinary offence.

Senior Educators may be issued with a NIMDTA phone for responding to e-mails on behalf of NIMDTA. Usage of the NIMDTA phone is restricted to business purposes only.

## 5. Remuneration

### 5.1 Salary



All salaries are paid via BACS on the third last banking day of each month into an account nominated to the Professional Support Department. Changes to bank account information may be made by the employee via ESS on the HRPTS system. Payslips are available to access on the HRPTS system.

The close down for the payroll is the 10th working day of each month, therefore any changes which need to be made must be authorised before this deadline.

If you have any queries in relation to your salary you should bring this to the attention of the Payroll Shared Services Centre on **028 9536001** or [payroll.ssc@hscni.net](mailto:payroll.ssc@hscni.net)

## 5.2 Mileage Allowances

The standard mileage allowances shall be paid to employees who use their own vehicle for official journeys.

Engine capacity:	Up to 1,000cc	1001 to 1500cc	Over 1500cc
Up to 3,500 miles:	37.4p per mile	47.3p per mile	58.3p per mile
Thereafter:	17.8p per mile	20.1p per mile	22.6p per mile
Passenger allowances:	5p per mile		

Employees who are required to attend a location other than NIMDTA offices, will be entitled to claim the standard mileage allowance limited to the distance that would have been travelled in excess of their normal journey to work.

In complying with Corporate Manslaughter Legislation employees submitting mileage claims will be required to submit the following documents: Driving Licence, Car Insurance which clearly states cover for business purposes, tax book and MOT certificate if applicable to the Payroll Shared Services Centre [Dutyofcare.ssc@hscni.net](mailto:Dutyofcare.ssc@hscni.net):

Claims for expenses should be requested via the HRPTS system and authorised by the Head of Department. Receipts of expenditure should be provided to the line manager for authorisation of the payment.

Queries in relation to travel expenses should be raised with the Payroll Shared Services Centre [Travel\\_claims.ssc@hscni.net](mailto:Travel_claims.ssc@hscni.net)

Note that any profit made on mileage claims will affect your tax code for the following tax year. Employees will be advised of this at the end of each tax year.

## 5.3 Accommodation and Subsistence

Employees are entitled to claim the following:

- £100 maximum for receipted hotel accommodation plus £20 to cover the necessary cost of a main meal and one other day time meal.
- For absences covering 5-10 hours a maximum of £5 for subsistence with receipted expenses. This must include the hours of 12 – 2 pm.
- For absences over 10 hours ending after 7 pm a maximum of £15 with receipted expenses.

## 6. Superannuation

Senior Educators are entitled to become members of the HSC Pension Scheme. Deductions will be made from salary at the appropriate rate depending on your grade as per the following:

Annual Pensionable Pay (Full Time Equivalent)	Contribution
Up to £15,431.99	5.0%
£15,432 to £21,477.99	5.6%
£21,478 to £26,823.99	7.1%
£26,824 to £47,845.99	9.3%
£47,846 to £70,630.99	12.5%
£70,631 to £111,376.99	13.5%
£111,377 and over	14.5%

## 7. Eye Test

NIMDTA will fund eye tests for regular pc users up to a maximum of £20. Employees should pay for this test and claim the cost back through the HRPTS system.

NIMDTA may also fund glasses if they are prescribed by an Optometrist for pc work only up to the value of £47.

## 8. Annual Leave

The amount of annual leave varies according to your length of service as follows:

- Up to 7 years service – 6 weeks
- 7 or more years service – 6 weeks and 2 days

NIMDTA also observes 10 bank or public holidays. These are as follows:

• New Years Day	• 2 <sup>nd</sup> May Bank Holiday
• St Patricks Day	• 12 July
• Easter Monday	• August Bank Holiday
• Easter Tuesday	• Christmas Day
• May Day	• Boxing Day





## 9.3 Conflict of Interests

A conflict of interests can be defined as a situation in which an individual is in a position to influence the outcome of a decision for personal gain or benefit. It is unlikely that conflicts of interest can be completely avoided. Declaring a conflict should be viewed as a positive act, as it is foreseeable that at some stage in your involvement with NIMDTA that the role that you carry out may cross with some personal interests, whether actual or perceived. Failing to declare such a conflict may impact both your reputation and that of NIMDTA.

## 10. Health & Wellbeing

NIMDTA fully supports and promotes the health and wellbeing of all its employees and provides a number of health and well-being events each year.

Employees may take one hour each week to participate in exercise, which should be used as a block of one hour. When accessing this, staff are only required to record an additional lunch break if they exceed the one hour period.

All employees may access the confidential counselling support service Inspire Wellbeing on 028 9032 8474. Further information can be accessed at [www.inspirewellbeing.org/workplaces](http://www.inspirewellbeing.org/workplaces)

Employees are also supported by the Occupational Health Service at Belfast Trust and may self-refer to this service on (028) 9504 9076.

