

AGENDA FOR CHANGE

STAFF HANDBOOK



PDG/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

Keith

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 Agenda for Change terms and conditions of employment in operation for staff employed by the Northern Ireland Medical and Dental Training Agency.

The terms and conditions of employment operate except where a contract of employment dictates otherwise. Full policies and procedures can be located at the NIMDTA SharePoint.

This handbook should be used in conjunction with the AfC Terms and Conditions handbook.

SharePoint

BROWSE PAGE

Northern Ireland
mdta
Medical & Dental Training Agency

Home Committees Junior Doctors

NIMDTA

Sites
Pictures
Logos
Document Library
Policies and Procedures
Presentations
Business Case Template
Information
Calendar
Telephone List
Discussions
Recent
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Christmas Jumper Day 2016
Site Contents

Welcome to the NIMDTA Intranet

Announcements

✓ Title	Modified
HSC Knowledge Exchange	... February 12, 2014
Staff Briefing Archive	... September 16, 2013
Welcome to NIMDTA Intranet	... August 19, 2013

Policies and Procedures

✓ [] Name	Modified	Modified By
Blackberry User Guides	... August 6, 2015	<input type="checkbox"/> Mark Oliver
Corporate Policies	... March 20, 2013	<input type="checkbox"/> Mark Oliver
FPL Guidance	... January 27, 2014	<input type="checkbox"/> Mark Oliver
HR Forms	... May 31, 2017	<input type="checkbox"/> Mark Oliver
HR Policies	... August 20, 2013	<input type="checkbox"/> Mark Oliver
HRPTS Guidance	... February 10, 2014	<input type="checkbox"/> Mark Oliver
Intrepid Guidance	... November 6, 2015	<input type="checkbox"/> Mark Oliver
Trainee Policies	... October 10, 2013	<input type="checkbox"/> Mark Oliver

1. Hours of Work

The hours of work per week are 37.5 excluding meal breaks, and are as follows:

- Monday – Thursday: 9 am to 5 pm (30 minute lunch break)
- Friday: 8.30 am to 4.30 pm (30 minute lunch break)

Employees are also entitled to a 15 minute tea-break in the morning which should be taken between 10.00 am and 11.00 am. This time cannot be accrued.

Lunch breaks must be taken between the hours of 12 pm and 2 pm in line with the flexi time system and a minimum break of 30 minutes must be taken and recorded in this period.

As the hours of business for NIMDTA are 9 am to 5 pm Monday to Thursday and from 8.30 am to 4.30 pm on Friday, Team Leaders in each department must ensure that there is sufficient cover in their department during business hours.

After a probationary period, employees may opt to work within the flexi-time system. The hours available in the flexi-time system are 8 am to 6 pm Monday to Friday. Any additional hours worked can be taken as time off in lieu if requested via the HRPTS system and approved by the line manager. Hours are recorded on a daily basis on a flexi time sheet which is checked by the line manager on a monthly basis.

There is a business requirement for some employees to attend national and local meetings outside of the hours of 8 am and 6 pm. For attendance at local or national meetings outside the hours of 8 am and 6 pm time can be counted from leaving home or passing NIMDTA whichever is the shorter up to 9 pm. For residential meetings time can be counted up to 9 pm.

Senior Managers will be required to provide cover as may be necessary to sustain the management of NIMDTA in the absence of colleagues.



2. Dress Code

Employees of NIMDTA, are expected to be dressed appropriately at all times on NIMDTA's premises and whilst engaged on NIMDTA business. The code of dress is smart.

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 Managers 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 BSO. 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

5.2 Increments and Inflationary Rises

Each pay band will contain a number of spinal points, which employees will progress through each year until they reach the top, subject to the necessary reviews at KSF gateways. Incremental dates will be determined as follows:

- For new appointments to the health service the incremental date will be the date they take up their post.
- For staff who have been promoted and the pay increase results in more than one pay point, the increment date will be the date they take up their new post.
- For staff who have been promoted and the pay increase results in only one pay point, they will retain their previous increment date.

- For existing staff on spot salaries and those who were on the maximum of their Whitley scale, the incremental date will be the anniversary of the effective date of assimilation, i.e. 1 October.

Increment dates may also change for employees who are temporarily moving onto a higher pay band depending on the number of points of an increase awarded. See section 10 of this handbook in regard to acting up for further details.

Inflationary rises if applicable will be made from 1 April.

5.3 Overtime Payments

All employees in pay bands 1 to 7 are eligible for overtime payments if there is a business need to work outside of the hours of 8 am and 6 pm for NIMDTA. Approval for overtime must be sought in writing in advance from the Head of Department. Overtime payments can only be claimed for the hours outside the flexi-time system i.e. hours worked before 8 am and hours worked from 6 pm up to 9 pm. Overtime claims should be requested by the employee through the **HRPTS system** to be authorised by the Head of Department.

There is a single harmonised rate of time-and-a-half for all overtime, with the exception of work on general public holidays, which will be paid at double time. Part-time employees will not receive payments for the additional hours at overtime rates until their hours exceed the standard 37.5 hours per week.

Senior Managers who are required to attend local or national meetings will not be entitled to overtime payments. Time off in lieu will be granted.

5.4 Mileage Allowances

The standard mileage allowances shall be paid to employees who use their own vehicle for official journeys. Allowances for cars are as follows:

Up to 3,500 miles:	56 p per mile
Thereafter:	20 p per mile
Passenger rate:	5 p 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. Employees who use public transport can claim for bus fares and train fares. 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.

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.

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

5.5 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

All employees will be auto-enrolled into the HSC pension scheme on appointment. Deductions will be made from your 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%

If you have a query in relation to your pension please contact the Payroll Shared Services Centre TSR_Pension.ssc@hscni.net.

7. Trade Union Membership

Employees of NIMDTA can choose to join the trade union – NIPSA, via their website, <http://www.nipsa.org.uk>. Contributions will be deducted from your salary each month proportionate to your earnings. More information can be found on the NIPSA website.

8. 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.

9. Annual Leave

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

- On appointment – 27 days
- After 5 year's service – 29 days
- After 10 year's service – 33 days

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

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

Part-time employees will be entitled to paid bank holidays no less than pro-rata to the number of bank holidays for a full-time worker, rounded up to the nearest half day.

All applications for annual leave must be made through the HRPTS system and approved by the line manager in advance of leave being taken.

NIMDTA employees have also agreed to withhold 6 days from their annual leave to close on Good Friday, 13 July and 4 additional days over Christmas.

[For all employees Statutory and NIMDTA additional closure days will be deducted by the Professional Support Department before the leave quota is available on the first week of April each year.](#)

Annual leave must be taken with due regard to the exigencies of the service. It may not be possible therefore to take leave during busy periods in the year.

Stipulations regarding the use of annual leave:

- A minimum of 2 weeks annual leave must be used between the months of May and September.
- Arrangements for summer months should be made as early in the year as possible so that there is cover in each department.
- A minimum of one week's notice should normally be given before taking annual leave.
- All leave should be taken within the leave year except in exceptional circumstances.
- Employees may carry over up to 5 days annual leave to the following year. Carry over in excess of 5 days must be authorised by the line manager who will update HRPTS with a quota correction.

It is NIMDTA's policy to grant unpaid leave only in exceptional purposes when all annual leave has been used.

10. Corporate Governance

10.1 Risk

NIMDTA is committed to a strategy which minimises risk to all its stakeholders through a comprehensive system of internal controls, whilst maximising potential for flexibility, innovation and best practice in the delivery of its strategic objectives. Employees have a responsibility to manage risk within their role.

10.2 Fraud

NIMDTA adopts a zero-tolerance approach to fraud and will not accept any level of such activity within the organisation. NIMDTA is committed to maintaining an anti-fraud culture in which all staff are aware of the risk of fraud, of what constitutes fraud and the procedures for reporting it.

10.3 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.

11. 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 and Agency staff 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.



11.1 Inspire



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

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

11.2. Cycle to Work Scheme

We are now introducing a **Cycle to Work Scheme** where a bike can be bought through payments as a salary sacrifice.

BSO HR will administer this scheme and this [link](#) above will provide the details of the scheme.

