Junior Doctors’ Handbook
Page 1...
- Patient First
- Values & Behaviours

Page 2...
- Introduction
- Health, Employee Learning and Psychotherapy Service (HELP)
- Connections Support Service
- Freedom to Speak up Guardian (FTSU)
- Wellbeing Service
- Samaritans Service

Page 3...
- Supported Return to Training (SRTT)
- Library and Knowledge Service
- On Site Nurseries
- Brighton and Hove & Metro Bus
- Staff Parking

Page 4...
- Cycle to Work Scheme
- BSUH Staff Discounts – My Trust Benefits
- East Sussex Credit Union
- Swimming Pools

Page 5...
- Network Groups
- Communications

Page 6...
- Staff Surveys
- Information Quality
- Restaurants and Cafes
- Doctors' Mess
- Special Leave Policy

Page 7...
- Sickness Absence Policy
- Parent Leave and Pay Policy
- Raising Concerns (Whistleblowing)

Page 8...
- No Smoking Policy
- Gifts, Hospitality & Sponsorship
- Declaration of Interests
- Uniform and Dress Code
Equality & Diversity
Freedom of Information Act
Infection Prevention

Sharps Injury
Vaccinations
Skin Problems
Latex Allergy
Waste Disposal

Protective Clothing / Equipment
Salary
Tax Codes

Payroll
Expenses
Reimbursement of Removal or Rotational Travel Expenses
Study Leave

Annual Leave
Locum Work

Less than Full Time Working
Revalidation

Work Schedules
Guardian of Safe Working Hours
Exception Reporting

Rotas Rules & Rotations

Rota Safety Rules

Access to Personal Records
Passwords and Data Security

Medway PAS
Bluespier
ICE

Panda and Bamboo
Identity (ID) Cards

Work Environment

Personal and Patient Property
Statutory & Mandatory Learning

Department Induction Videos

Map - Princess Royal Hospital – Haywards Heath

Map - Royal Sussex County Hospital – Brighton

Helpful Links

HR Contact Details

Induction Checklist

https://www.bsuham.nhs.uk
Patient First

Patient First is our new approach to improving patient care

- Empowering staff to make change happen
- Challenging the way things have always been done
- Focusing on the things that have the biggest impacts

And helping our hospitals be better all the time

Want to understand Patient First?
See our new animated video at www.bsuh.nhs.uk/patient-first

Values & Behaviours

Values and Behaviours

- Communication
  that’s respectful, personal, honest and helpful
- Excellence
  always striving to be the best we can be
- Kindness and Understanding
  so that we feel supported and enabled to do our jobs
- Working Together
  to get the best outcome for patients
- Fairness and Transparency
  in our decisions and actions

Getting the best outcome for patients
Introduction

This handbook has been created for Junior Doctors employed with Brighton and Sussex University Hospitals NHS Trust (BSUH).

This Handbook provides information on a wide range of topics related to the Trust and your employment with us. It is not intended to be a substitute for any Trust policy or procedure; all of which are accessible via the Trust’s intranet.

If you are unsure about any aspect of your employment, please do not hesitate to contact your Medical HR Representative, who will be able to advise / support you further.

Services & Schemes

Health, Employee Learning and Psychotherapy Service (HELP)

The Health Employee Learning and Psychotherapy (HELP) service provides confidential support, counselling and psychotherapy for a range of issues; stress management, stress, employment difficulties and for critical / traumatic events (including personal issues).

Contact: donna.butler3@nhs.net / Ext 3692

Connections Support Service

The Connections service provides an impartial and confidential point of contact for discussing concerns that may affect staff at work. They listen to concerns and help find the right advice, information or help required.

Contact: bsuh.connections@nhs.net / Ext 67452 / 07768 855 394

Freedom to Speak up Guardian (FTSU)

The Freedom to Speak up Guardian works alongside trust leadership teams to support the organisation in becoming a more open and transparent place to work, where all staff are actively encouraged and enabled to speak up safely.

Contact: caroline.owens1@nhs.net / Ext 62870 / 07387 259 307

Wellbeing Service

The Trust provides meditation sessions at RSCH chapel and PRH chapel (sessions are non-religious and everyone is welcome). Full information listings are available on the staff intranet.

Samaritans Service

Samaritans offer free, 24 hour, confidential emotional support.

Contact: 116 123
**Supported Return to Training (SRTT)**

The SRTT programme has been developed for doctors requiring support returning to clinical practice within the Trust. Doctors who have been on an extended period of absence can receive advice and sign posting to extra training, before returning to post. Please contact your Medical HR Representative for further information.

**Library and Knowledge Service**

Libraries are located at both RSCH Brighton and PRH Haywards Heath, providing access to reliable, evidence-based knowledge. The library supports career progression with exam preparation tools together with up to date developments on the KnowledgeShare system.

For more information visit: [www.bsuh.nhs.uk/library](http://www.bsuh.nhs.uk/library)

**On Site Nurseries**

We are aware that juggling a career and a family is never easy and we are committed to supporting our staff with caring responsibilities. With this in mind, we run two Day Nurseries for children from three months to school age.

Our nurseries aim to provide a friendly and safe environment, where staff can feel confident that their child will be happy and secure.

**Sussex House Nursery – Brighton**

Sussex House Day Nursery is registered to accept 67 children.

Contact: 01273 664583

**Wendy House Nursery- Haywards Heath**

Wendy House Day Nursery is registered to accept 51 children.

Contact: Ext 8451 / 01444 441881

For more information or an application form, please contact the appropriate Nursery or the Childcare Services Manager on: 07920 870 801. You will be advised if there is a waiting list for your particular age group requirements.

If you have a child in one of our Nurseries, The Trust offers an alternative Salary Sacrifice scheme.

**Brighton and Hove & Metro Bus**

We have a scheme for Brighton and Hove & Metro Bus travel. Trust employees can purchase an annual bus pass at a discounted rate based on the monthly bus pass rate. The deductions are made directly from your salary over 12 monthly instalments, either by Salary Sacrifice or at a flat rate deduction.

**Staff Parking**

The Trust has a Green Travel Plan and encourages staff to use public transport, cycle or walk, where appropriate. Staff can apply for a Trust car parking permit to park in one of the designated staff parking areas (dependent upon availability, staff who meet the criteria may be put on a waiting list). Applications will be evaluated and priority will be given to staff that score highest against criteria.

Staff are not permitted to park in areas designated for patients and visitors unless they pay the relevant car park tariff. The Transport Bureau Pages on the Trust Intranet site provide full details of car parking arrangements and alternative healthy transport options. All staff entitled to a parking permit can choose to pay via the Salary Sacrifice scheme.
Cycle to Work Scheme

The cycle to work scheme is part of the Government’s Green Travel Plan, which encourages employees to ride a bicycle to work and aid in reducing congestion and environmental pollution.

The scheme provides an opportunity for staff (contacted for 12 months or permanently employed) to purchase a new bicycle via Salary Sacrifice and be deducted directly from your salary over 12 monthly instalments. The Trust also has a Bicycle Users Group (BUG) for Trust staff.

More information including the guidance for these schemes can be found on the Transport Bureau section of the Trust’s intranet.

BSUH Staff Discounts – My Trust Benefits

www.mytrustbenefits.co.uk

As an employee of Brighton & Sussex University Hospitals NHS Trust you can register & save money with hundreds of well-known brands & retailers at the same time generating much needed funds for our Trust.

My Trust Benefits will repay 50% of the revenue generated, to the Trust and we will use these funds to improve staff experience and wellbeing. Lots of savings options are available – travel, groceries, entertainment, eating out, fashion & clothing, beauty & cosmetics, motoring and accommodation.

East Sussex Credit Union

www.eastsussexcu.org.uk

East Sussex Credit Union is a not-for-profit, ethical savings and loans co-operative. You can save and borrow with them directly from your wages through their dedicated Payroll Deduction Scheme.

Swimming Pools

The pool at the Princess Royal Hospital, Haywards Heath, is open for public swimming, lessons for children, mother and baby, adult and toddler, aqua-fit and training sessions. Discounted swimming is available for all staff.

Contact: swimming@princessroyalpool.com / 01444 474021

Brighton Swimming Centre, Eastern Road, Brighton has a programme of children’s and adult lessons and a sea swimming programme. Lane swimming is available at lunchtimes for £4 (maximum of 20 people per session - first come first served basis.) They also offer free early morning sessions from 7.30am to 8.30am for NHS staff (with ID badge) Mon - Thurs.

Contact: info@brightonswimmingschool.com / 01273 434400
Staff Engagement

Network Groups

LGBTQ+ Network

Welcoming all LGBTQ+ (including undecided / questioning) staff, trainees, students and volunteers and allies who share the BSUH commitment as an ‘inclusion employer of choice’. The network organises sports, learning and social events, and is working hard towards Stonewall ‘Top 100 Employers’.

Contact: bsuh.lgbt.forummailbox@nhs.net

Disabled Staff Network

The network provides support and a group voice for staff with disabilities, restrictive health conditions and caring responsibilities. They work towards improving the experience of disabled staff, raising the profile of disabled staff and disability and can advise on employee rights.

Contact: DisabilityNetwork@nhs.net

Religion & Belief Forum

Spiritual refers to whatever animates us and gives our lives breath and meaning, which may or may not include a belief in God or gods. Our chaplains offer advice and assistance, and are always willing to offer support to staff of no particular religious faith or with no links to any particular tradition.

Contact: Joanna.elliott5@nhs.net

Communications

The Trust’s Communications Strategy sets out short-term objectives and long-term goals and aims to improve communication with staff, patients and other stakeholders.

Below is a list of staff communications sent out on a regular basis to keep you informed of what is happening in the Trust:

- The all staff newsletter BUZZ - contains information on events, IT services, HR matters and training dates. Important items are also listed in the info-net news section.
- Staff briefings - ad-hoc emails to all staff about major events and news.
- Trust brief - emailed to managers to enable them to brief their teams about Trust level and local news.
- Communications briefings - emailed to all staff giving quick access to the latest press coverage about BSUH, important developments on the web site and info-net and any national health messages.
- Chief Executives’ message - the latest weekly news from the Chief Executive.
**Staff Surveys**

The Trust recognises the importance of staff voice and is keen to receive feedback on all aspects of employment. Through participation in the NHS National Staff Survey the Trust gives staff the opportunity to comment on a wide range of themes.

The results of the survey highlight any areas of concern and provide a platform for the Trust to establish an action plan to address key issues and make necessary improvements. Full results from the annual survey are published on the intranet.

Please complete your staff survey when received.

**Information Quality**

Correct information is vital to the clinical care of patients and the efficient management of services. All Trust employees have a legal and a professional responsibility for the accuracy of Trust records held on paper or computers that they use in the performance of their duties.

Any errors should be corrected in line with Trust policy or reported to your department manager.

**Facilities**

**Restaurants and Cafes**

Both of the main hospital sites (Princess Royal Hospital site and Royal Sussex County Hospital site) have restaurants, cafes and shops for buying drinks and refreshments. The restaurants offer hot meals with a wide selection of dishes (discounts for staff) and a comfortable environment.

Note: Raspberry scrubs are not permitted in the restaurants.

**Doctors’ Mess**

Both of the main hospital sites (Princess Royal Hospital site and Royal Sussex County Hospital site) have a Doctors Mess.

Membership to the mess is £12.00 per month (opt-in is automatic).

The mess provides you 24hr access to hot / cold food, organised events, rest areas, regular food and drink deliveries and more.

**Trust Policies**

**Special Leave Policy**

The Trust is dedicated to helping staff balance family, personal or domestic responsibilities alongside obligations to the Trust.

(HR005) This policy provides a fair, compassionate and consistent approach to assist both staff and management in dealing with unforeseen circumstances where time off from work is required. The policy makes provision to request special leave, which includes time for personal, domestic and family reasons and for civic and public duties (jury service).
**Sickness Absence Policy**

The Trust recognises the importance of a pro-active approach to help and support all staff manage sickness absence. This enables the Trust to deliver quality services to patients. Sickness absence is monitored through the Trust’s policy (HR013).

Each department monitors and documents attendance and will conduct return to work meetings, informal meetings and formal meetings where appropriate. To support health and wellbeing, a referral may be made to the Trusts Occupational Health Department, including Physiotherapy Services, and / or the Health, Employee, Learning and Psychotherapy Service (HELP).

In the event that you are unwell, you must telephone your Department Manager / On-Call Consultant and Medical HR Representative in good time before the start of your shift. You must give an indication of the nature of your sickness / absence and an expected return to work date. A ‘fit note’ from your doctor will be required for sickness absences of seven calendar days or more.

You are encouraged to look after your health and wellbeing and should take all reasonable steps to proactively manage your own sickness and recovery to enable you to return to work promptly and prevent further absences.

**Parent Leave and Pay Policy**

(HR030) This policy sets out the processes and provides guidance on all issues surrounding maternity*, parental support, adoption, surrogacy arrangements, shared parental leave, paid and unpaid parental leave.

*Please note that in line with this policy, you should advise your manager of a pregnancy as soon as possible, so that a Risk Assessment of your work environment can be undertaken.

**Raising Concerns (Whistleblowing)**

The Public Interest Disclosure Act 1998 commonly referred to as the Whistle Blowers Act, promotes accountability in the public, private and voluntary sectors by encouraging people not to turn a blind eye to malpractice in the workplace. Through its sanctions, it ensures organisations address the message and resist the temptation to cover up malpractice. It does this by promoting public interest as it protects whistle blowers from dismissal and victimisation.

The Trust Board is devoted to running the organisation in the best way possible and to do so this requires the help of all staff.

The Trust has introduced the ‘Raising Concerns (Whistle Blowing) policy (HR007) and procedure,’ to reassure staff that it is safe and acceptable to speak up and to enable you to raise any concerns at an early stage and in the right way. We rely on you to draw attention to any matters you consider to be directly, or indirectly, damaging to the interests of patients and / or staff. Ideally by talking to your department manager, or the person in charge at the time.

Similarly, the Trust would also wish to be made aware of any other serious concerns such as those relating to unlawful conduct, financial malpractice, or dangers to the public or to the environment, arising from the operation of the Trust’s services.

Details of how to raise a concern are outlined in the policy which can be found on the Trust intranet. Advice and support is also available through the Freedom to Speak up Guardian. The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally.

If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any form of retribution as a result. Provided you are acting in good faith it does not matter if you are mistaken.
No Smoking Policy
Smoking is not permitted on Trust premises. Compliance to this policy is fundamental.

Gifts, Hospitality & Sponsorship
Staff responsibilities with regards to gifts, hospitality and sponsorship offered by external suppliers or by patients are set out in the Trust’s Gifts, Hospitality and Sponsorship Policy (TW009). This policy forms part of the Trust’s response to the UK Bribery Act 2010.

The default position for staff is to decline the offer of gifts, hospitality and sponsorship, thereby avoiding unwanted scrutiny. In cases where acceptance is considered appropriate (for example, the sponsorship of training events or conferences), the relevant form in the appendices of the policy will need to be completed by the employee and countersigned by their department manager.

No employee will influence the placing of any contract with a supplier by reason of any such gifts, hospitality or sponsorship. Failure to comply with this policy could lead to disciplinary action and/or investigation by the Trust’s Counter Fraud Specialist.

Declaration of Interests
Staff responsibilities with regards to declarations of interest (for example, a financial interest in a company trading, or likely to trade, with the Trust) are set out in the Trust’s Declarations of Interest Policy (TW033). This policy forms part of the Trust’s response to the UK Bribery Act 2010.

Conflicts and potential conflicts of interest need to be declared via Appendix A of the policy, and thereafter appropriately managed, in order to avoid the perception or reality of impaired judgement or undue influence in relation to the awarding of contracts.

All staff are required to declare conflicts of interest as they arise; additionally specific groups – medical staff, directors, service managers, and senior staff in Finance, Pharmacy, IT, Facilities and Estates and Procurement – are required to make an annual declaration.

No employee will influence the placing of any contract by reason of having an external interest. Failure to comply with this policy could lead to disciplinary action and/or investigation by the Trust’s Counter Fraud Specialist.

Staff who hold budget responsibility or participate in recruitment must complete a conflicts of Interest Declaration Form and return it to the Group Company Secretary – Glen Palethorpe.

Contact: g.palethorpe@nhs.net

Uniform and Dress Code
The Trust’s Dress Code Policy (HR025) is designed to ensure that the personal appearance of our staff contributes to a positive, professional image and promotes confidence in what we do. It is important for all staff to be clean, tidy and appropriately dressed for their job.

All staff are individually responsible for complying with the policy and line managers are accountable for ensuring staff are aware of the requirements.
**Equality & Diversity**

Brighton and Sussex University Hospitals is committed to building a workforce which is valued and whose diversity reflects the communities it serves, enabling it to deliver the best possible healthcare service to those communities. The Trust is also committed to treating patients, carers, visitors, external organisations and agencies with respect and dignity.

The Trust is aware that diversity is about the recognition and valuing of difference in its broadest sense. It is about creating a working culture and practices that recognise, respect, value and harness difference for the benefit of the organisation and the individual.

Equality is about creating a fairer society where everyone can participate and has the opportunity to fulfil their potential. It is backed by legislation designed to address unfair discrimination (past, present or potential) that is based on membership of a particular group.

The Trust is committed to ensuring that the communities we serve will enjoy equality of access to our services For further information you can refer to the Trust’s “Equality, Diversity and Human Rights Policy (TW019)”

**Freedom of Information Act**

The Freedom of Information (FOI) Act grants members of the public rights of access to all types of information held by public organisations, including NHS Trusts. This does not include personal information (such as medical records or individual personnel files), which is covered by the Data Protection Act.

Requests under the FOI Act must be in writing (letter, fax, or email), providing specific details of the request and providing a contact name and address.

Staff receiving requests for information should forward these to the FOI Team: bsu.h.foi@nhs.net

**Health & Safety**

**Infection Prevention**

The Infection Prevention Team provides expert knowledge, direction and education in infection prevention and control across the Trust.

The team liaise with all staff to:

- Produce policies and guidelines for the prevention, management and control of infection across the organisation.
- Communicate information relating to communicable disease to all relevant parties in the Trust.
- Educate and train relevant staff in the principles of infection prevention and control.
- Work with clinicians to improve surveillance and to strengthen infection prevention and control within the Trust.
- Provide appropriate advice, taking into account national guidance and policy.

Contact: RSCH: Ext 4595 / 01273 696 955 or PRH: Ext 8123 / 01444 441881
**Sharps Injury**

If you experience a sharps injury, you must stop the procedure immediately and commence first aid. Bleed the wound and hold it under running water. For splashes to the eye or mouth, irrigate thoroughly.

Report all incidents immediately after first aid to Occupational Health between 9am to 5pm on weekdays Ext 62983. Out of hours go to A&E (RSCH or PRH) and contact Occupational Health on the next working day.

**Vaccinations**

All staff working in clinical areas or with blood / body fluids must ensure they are protected against infection and all immunisations remain up to date.

Each year you will also be offered the annual flu vaccination. We encourage you to have the jab to protect yourself, your family, your colleagues and your patients from flu.

**Skin Problems**

Frequent hand washing can cause dry skin or dermatitis. If your skin becomes broken as a result of excess washing there is a risk of infection and you should visit Occupational Health Department for treatment.

**Latex Allergy**

Latex allergy can develop where you are exposed to Latex. Latex is generally used less frequently than in the past, but is used in some areas. If you have any allergic symptoms you are concerned about, please contact Occupational Health.

**Waste Disposal**

It is essential that waste is disposed of in the approved manner. This will ensure that the risk of injury or harm is minimised and costs are kept down.

Disposal should be as follows:

- Yellow bag for clinical and infected waste
- Sharps box for sharps only
- Black bag for household waste
- Glass disposal box for glass / aerosols
- Confidential waste cabinet or paper bag for confidential waste
- Clear bag or blue bin for recycling paper
- Clinical waste should be kept in a secure place until collected.

Contact: Ext 4516
Protective Clothing / Equipment

The Trust provides protective clothing for staff where necessary. Staff are expected to keep protective clothing and equipment in a safe and presentable condition, and obtain replacements when necessary.

Protective clothing must only be worn when at work and must be kept in a locker or designated place when not in use.

All items of work wear issued remain the property of the Trust and should be returned when leaving the Trust’s employment.

Pay Information

Salary

Your salary will be paid into your Bank / Building Society account on the 24th of each month.

You will receive a payslip each month (collectable from cashiers office), setting out details of your gross pay, any deductions and net pay.

Christmas pay day is normally early, although this is not guaranteed - you will be notified in good time of the December pay date.

Your pay will be broken down into various components that will make up your overall earnings, unless you are entitled to Schedule 14 Section 2 pay protection (Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016*) or employed as a Clinical Fellow / Trust Doctor (Terms and Conditions of Service NHS Medical and Dental Staff (England) 2002). In this case you will receive incremental pay and a banding supplement.

![Assignment Number](image)

---

**Tax Codes**

To ensure that you are taxed correctly, you must have completed a new starter tax form (P46) and also when received, please forward the P45 issued to you by your previous employer to the Trust’s payroll department.
**Payroll**

The Trust Payroll Department is based in Downsmere at the Princess Royal Hospital, Haywards Heath. The Payroll Department is a secure office and can only be accessed by appointment.

When contacting the Payroll Department you will always be asked for your assignment number - this can be found in the top left hand corner of your payslip.

If you have more than one post with the Trust, you will have an additional Assignment Number ending with the number 2 e.g. 2345678–2.

Contact: bsuh.payroll.dept@nhs.net / 01444 441881

**Expenses**

Doctors claiming travel and subsistence must complete and submit their claims on a monthly basis.

Completed claim forms must be signed by the Department Manager / GP Trainer. Once fully checked, these can be sent to Payroll via the internal postal service together with original receipts.

Note: Claims can be rejected by Payroll if over four months old.

**Reimbursement of Removal or Rotational Travel Expenses**

The Reimbursement of Removal or Rotational Travel Expenses process aims to provide assistance to junior doctors that are required to relocate or commute due to the rotational nature of their training programme. It is not intended to fully cover the costs incurred due to a relocation or commute to new place of work, but aims to offer financial assistance when eligible.

BSUH NHS Trust is responsible for providing eligibility and reimbursement of relocation expenses. This policy and application process applies to training doctors only.

Please contact your HR Representative for further information regarding the application process.

**Leave Information**

**Study Leave**

A Study leave allowance is allocated to each doctor:

- Clinical Fellows / Trust Doctors = 10 days per year
- Foundation 1 = 15 days per year (consumed by local teaching) + 5 Taster Days
- Foundation 2 = 30 days per year (15 days consumed by local teaching)
- ST1 + = 30 days per year

Study Leave Courses List: [https://lasepgmdesupport.hee.nhs.uk/support/home#8](https://lasepgmdesupport.hee.nhs.uk/support/home#8)

- Doctors are required to supply a minimum of 6 weeks' notice.
- 5 days (per 6 months) may be taken as private study within 6 weeks of an exam.
- Days in lieu will be given when mandatory courses fall on off days.
- Study Leave Claims need to be submitted within 3 months of attending a course

Contact: bsuh.drsstudyleave@nhs.net
**Annual Leave**

The annual leave year runs from the start date of your appointment with the Trust.

The annual leave entitlement for a full-time doctor employed under the Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016 is as follows, based on a standard working week of five days:

- On first appointment to the NHS: 27 days
- After five years' completed NHS service: 32 days.

The annual leave entitlement for a full-time doctor employed under the Terms and Conditions of Service NHS Medical and Dental Staff (England) 2002 are as follows, based on a standard working week of five days:

- On minimum, 1st or 2nd incremental points of their pay scale: 27 days
- On 3rd or higher incremental points of their pay scale: 32 days.

As leave is deducted from the rota before average hours are calculated for pay purposes, leave may not be taken from shifts attracting an enhanced rate of pay, an allowance or banding. If you wish to take leave when rostered for such a shift or duty, you must arrange to swap the shift or duty with another doctor on the same rota. It is your responsibility to arrange such swaps and the department is not obliged to approve the leave request if you do not make the necessary arrangements to cover shifts.

If your contract or placement is for less than 12 months, the leave entitlement will be pro rata to the length of your contract or placement.

If you are working less than full time will be allocated leave on a pro rata basis.

You must retain a record of all annual leave taken / planned using the annual leave record provided to you. Your annual leave record may be requested for inspection at any time by Medical HR, Rota Coordinators or Department Managers.

**Additional / Flexible Working**

**Locum Work**

If you intend to undertake hours of paid work as a locum, additional to the hours set out in your Schedule, you must initially offer such additional hours of work exclusively to the service of the NHS, via our internal NHS Staff Locum Bank.

The requirement to offer such service is limited to work commensurate to your grade and competencies, rather than work at a lower grade than you are currently employed to work at.

You must inform us as your employer of your intention to undertake additional hours of locum work. You can carry out additional activity over and above the standard commitment set out in your Schedule up to a maximum average of 48 hours per week (or up to 56 hours per week, if you have opted out of the Working Time Regulations).

You have a professional responsibility to ensure your total hours of work, including any work undertaken for any other employer, complies with the contractual and regulatory limits set out your terms and conditions of employment. Please refer to Staff Intranet for Policy information.
Less than Full Time Working

Less Than Full Time (LTFT) Training (previously Flexible Training) is available for doctors and dentists who are unable to work and train full time for "well-founded" reasons.

The LTFT Training scheme is intended to help trainees balance their work and personal lives, as well as assisting those trainees who are in poor health or those who have a disability.

The Department of Health recommend that the application and approval process is completed within three months from enquiry to completion of approval. In order to agree a preferred start date, all parties (including Medical HR, Educational Supervisors, Programme Director, Medical Workforce Colleagues and the Trainee) should liaise to agree a mutually convenient start date, which should be reflected in the application form.

Contact: BSUH Flexible Training Champion - bethany.davies11@nhs.net

Contractual Requirements

Revalidation

Revalidation is the General Medical Council’s (GMC) way to regulate licensed doctors.

The aim of revalidation is to give extra confidence to patients that their doctors are up to date and fit to practice whilst also benefiting patient safety and quality of patient care.

Each doctor is linked to a ‘designated body’ for revalidation; this is usually established by either employment or alternative contracting arrangements and the Responsible Officer (RO) within each organisation will make a recommendation to the GMC about the doctor’s fitness to practice.

- Training Doctors RO / Designated Body = HEKSS
- Clinical Fellow / Trust Doctors RO / Designated Body = BSUH

Every doctor must have a recommendation made by the Responsible Officer (RO) in the organisation that is supporting them with their medical appraisal and revalidation, also known as the ‘designated body’. This recommendation is made in the four months before the revalidation date. There is no test, exam, interview or special appraisal required for revalidation. Depending on the RO’s revalidation recommendation, the GMC will decide whether to accept it and renew (revalidate) the licence to practice, extend the current revalidation cycle end date, or whether further action is required.

Contract: bsuh.maar@nhs.net
**Contractual Information - Training Doctors Only**

**Work Schedules***

*Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016 only

*Generic Work Schedule* – this contains information generic to your post, including the parts of the relevant training curriculum that can be achieved in the post and during the rota. You should receive this prior to starting in your post.

*Personalised Work Schedule* – you can expect to meet with your educational or clinical supervisor shortly after starting in post to personalise your work schedule for your individual training needs and objectives.

**Guardian of Safe Working Hours***

*Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016 only

Your guardian of safe working hours is: Dr Vanessa Fludder - bsuh.guardian@nhs.net

Their role is to be an independent senior person, who ensures that the safety aspects of the terms and conditions of the contract are being upheld, and intervenes where this is not the case. The Director of Medical Education (DME) has a similar oversight of education and training.

**Exception Reporting***

*Terms and Conditions of Service for NHS Doctors and Dentists in Training (England) 2016 only

You can raise an exception report whenever you feel there is a significant and/or regular variance from your work schedule. This could be in terms of hours and rest, patterns of work, educational opportunities or support available.

To raise an exception report visit: https://drs.realtimerostering.uk

System Support Contact: bsuh.drs.compliance@nhs.net
On receiving your work schedule information, you should make any requests for known annual leave so that these can be facilitated when creating the duty roster. The duty roster should be provided at least six weeks in advance of starting in post.

Individual doctors have a responsibility to respond promptly to requests from employers in order to aid the smooth running of the process. Doctors should respond at least within five working days.

The European Working Time Directive reduces the working week to an average of 48 hours and there are further regulations relating to break periods and holiday allowance, such as:

- 11 hours rest a day and a right to a day off each week
- A right to a rest break if the working day is longer than six hours
- 5 / 6 weeks paid leave each year

The EWTD or WTR has applied to consultants and career grade staff since October 1998 but initially junior doctors were exempt because there were concerns that the NHS would not be able to cope with the loss of so many junior doctor hours in such a short period of time.

However in August 2004 the WTR was extended to cover junior doctors. The working week for junior doctors has been reduced on a gradual basis reaching an average of 48 hours by 1 August 2009 (calculated over six months).

Although junior doctors are now covered by the WTR, it is still possible for doctors to work longer hours by signing an opt-out clause: any opt-out is voluntary with no undue pressure or coercion exerted to work outside Directive’s hours and rest requirements.
<table>
<thead>
<tr>
<th>Rule</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max 48 hour average working week</td>
<td>A guardian of safe working hours fine will apply if this rule is breached</td>
</tr>
<tr>
<td>Max 72 hours work in any 7 consecutive days</td>
<td>A guardian of safe working hours fine will apply if this rule is breached</td>
</tr>
<tr>
<td>Max 13 hour shift length</td>
<td>On-call periods can be up to 24 hours</td>
</tr>
<tr>
<td>Max 5 consecutive long shifts, at least 48 hours rest following the fifth shift</td>
<td>Long shift - a shift rostered to last longer than 10 hours</td>
</tr>
<tr>
<td>Max 4 consecutive long daytime/evening shifts, at least 48 hours rest following the fourth shift</td>
<td>Long evening shift - a long shift starting before 16.00 rostered to finish after 23.00 (a long shift starting after 16.00 will fall in to the definition of a night shift)</td>
</tr>
<tr>
<td>Max 4 consecutive night shifts. At least 48 hours rest following the third or fourth such shift</td>
<td>Night shift - at least 3 hours of work in the period 23.00 to 06.00. Rest must be given at the conclusion of the final shift, which could be the third or fourth</td>
</tr>
<tr>
<td>Max 8 consecutive shifts (except on low intensity on-call rota at 48 hours rest following the final shift</td>
<td>Low intensity on-call - duty on a Saturday and Sunday where 3 hours, or less, work takes place on each day, and no more than 3 episodes of work take place. Up to 12 consecutive shifts can be worked in this scenario provided that no other rule is breached</td>
</tr>
<tr>
<td>Max frequency of 1 in 2 weekends can be worked</td>
<td>Weekend work - any shifts/on-call duty periods where any work falls between 00.01 Saturday and 23.59 Sunday</td>
</tr>
<tr>
<td>Max frequency of 1 in 2 weekends can be worked (special exception for nodal point 2)</td>
<td>For one placement at F2 (typically emergency medicine), the definition of weekend work is any shift rostered to start between 00.01 Saturday and 23.59 on a Sunday</td>
</tr>
<tr>
<td>Normally at least 11 hours continuous rest between rostered shifts (separate on-call provisions below).</td>
<td>Breaches of rest subject to time off in lieu (TOIL) which must be given within 24 hours. In exceptional circumstances where rest reduced to fewer than 6 hours, time will be paid at a penalty rate &amp; doctor not expected to work more than five hours the following day. A guardian of safe working hours fine will apply in this circumstance</td>
</tr>
<tr>
<td>30 minute break for 5 hours work, a second 30 minute break for more than 9 hours</td>
<td>A guardian of safe working hours fine will apply if breaks are missed on at least 25 per cent of occasions across a four week reference period. Breaks should be taken separately but if combined must be taken as near as possible to the middle of the shift</td>
</tr>
</tbody>
</table>

**Specific to on-call working patterns**

- No consecutive on-call periods apart from Saturday & Sunday. No more than 3 on-call periods in 7 consecutive days
- A maximum of 7 consecutive on-call periods can be agreed locally where safe to do so and no other safety rules would be breached; likely to be low intensity rotas only
- Day after an on-call period must not be rostered to exceed 10 hours
- Where more than one on-call period is rostered consecutively (e.g. Sat/Sun), this rule applies to the day after the last on-call period
- Expected rest while on-call is 8 hours per 24 hour period, of which at least 5 hours should be continuous between 22.00 and 07.00
- If it is expected this will not be met, the day after must not exceed five hours. Doctor must inform employer where rest requirements not met. TOIL must be taken within 24 hours or the time will be paid
- No doctor should be rostered on-call to cover the same shift as a doctor on the same rota is covering by working a shift
- Unless there is a clearly defined clinical reason agreed by the clinical director and the working pattern is agreed by both the guardian and the director of medical education
IT Security & Governance

Access to Personal Records

- Never leave a PC without logging out of a password-accessed application.
- Never allow anyone else to know your password or use your login.
- Never look at your own records.
- Never ask a colleague to look up your records or the records of anyone personally known to you, as they could also be subject to disciplinary action for doing so.
- Never look up records for a friend, colleague or relative unless you know it is within your work remit, however even then it is best to ask your line manager for advice.
- If you wish to look at your own records you can apply in writing to the Trust Information Governance Manager.

You are also reminded that:

You must not use unencrypted mobile devices (including mobile phones) to collect personal identifiable information or send such information to unauthorised email accounts.

It is permissible to share confidential information when it is needed for the safe and effective care of an individual but you should respect the individual's decision if they object to sharing.

If you are in doubt about the use of Trust systems or whether to disclose person identifiable information, you must speak to your manager.

You can find advice on Information Governance matters, including policy and guidance documents, the Data Protection and Caldicott Principles and FAQs on the Information Governance section of the Trust's intranet site.

Passwords and Data Security

You will be issued with credentials and passwords for access to Trust computer systems which are appropriate to your job role.

Your personal passwords should be regarded as confidential and should not be shared with anyone, including IT staff. Any attempt to breach security should be reported immediately to the Information Governance Manager and an incident report submitted using the Trust’s on-line system for the reporting tool (DATIX).

Your access to systems will not routinely be monitored however, in line with Trust policies and common law, your account(s) will be monitored as part of any investigation into abuse of privilege or breaches of security.

You will have access to the internet and as a member of Trust staff you will be subject to the guidelines and rules laid down in the Confidentiality and Information Security Policy (IKM008/L).
IT Systems & Access

Medway PAS

Medway PAS is the Trust’s Patient Administration System, primarily used for scheduling of patients.

PAS is not an EPR as used in BSUH, nor does it hold detailed clinical information on patients, other than basic information to comply with statutory returns.

Currently the Trust’s in-house Bamboo platform provides access to a range of clinical information via the Panda application. Panda links information from a number of hospital and departmental systems under a single view for clinicians and clinical staff to access.

Medway holds the Patient Master Index of all patients seen, had contact with us either directly as an outpatients / inpatient, or attended A&E and Imaging. The index contains detailed demographic information on the patient, such as name, address and GP contact details, as well as the local Trust ID and their unique NHS number (England & Wales GP registered patient only). The Master Patient Index feeds a number of Trust-wide clinical systems (including Panda), as well as a number of local departmental ones.

The patient scheduling functions support outpatients, elective waiting list, inpatient booking (via Bluespier Theatres) and inpatient management of patients across the Trust.

Access to Medway PAS is via your BSUH network domain account and password. In order to gain the relevant access to Medway PAS and its functions, you will have had to have completed the relevant applicable Medway training first. The BSUH IT Training Intranet Page details courses available, and ways to enrol and book onto them. If you are expected to be working at ward level and involved in patients’ care and discharge, you will be required to undertake the Iris eLearning for Discharge Summaries before your receive access. Once the eLearning is completed and you have passed the 10 questions test, your account details will be forwarded to you the next working week day from the PAS Account Team.

Contact: bsuh.pasaccount.requests@nhs.net

Bluespier

Bluespier is the BSUH Trust’s Theatre Management System used in all Operating Theatres across the Trust. Bluespier interfaces with System C’s Medway EPR. The Theatre Lists are booked by the Trust’s Booking Team and then used to facilitate the patient’s journey, planning of staff, equipment required etc. It is a powerful software solution which enables staff to view planned lists, track and schedule patients. Other features include Logbooks, a full Audit Trail, and Utilisation Reports.

Access to Bluespier is via the Medway login. In order to gain access to Bluespier you will have had to have completed Medway training.

Contact: sarah.Bane@nhs.net

ICE

All diagnostic results are made available on the ICE Desktop. There is no need to telephone the laboratory for pathology test results.

On the Pathology Intranet Page there is the Ice Desktop user guide, which includes instructions on how to get started with ICE.

For ICE password reset, queries and General ICE Desktop support – Contact - path.links@nhs.net
**Panda and Bamboo**

Panda is the BSUH clinical portal for staff to access patient data. It pulls together multiple clinical systems into a single application, minimising the need to jump between different systems and logging into each individually. It is a single sign on, web based system that can be accessed remotely from anywhere within our Trust as long as you have a Brighton Sussex University Hospitals network account.

Panda lives on Bamboo, an IT platform which provides the technology to support Panda.

http://bamboo.bsuh.nhs.uk/

Contact: bsuh.pacs.help@nhs.net

**Security**

**Identity (ID) Cards**

Trust identity cards are used both to identify staff and manage access. Staff must wear valid ID cards at all times whilst at work with the photograph and details visible.

Should your card or card holder be lost or damaged, you should notify Security on Ext 7475 immediately to arrange a replacement. Replacement or lost ID badges will incur a cost.

Damaged or expired ID cards will be replaced free of charge.

The borrowing or sharing of ID Cards to gain access or exit to and from controlled rooms / areas is strictly forbidden.

Please don’t hold access control doors open for people you don’t know. Don’t prop or wedge doors open or disable self-closing devices. Doors with security equipment fitted are there to keep you and patients safe.

All staff are encouraged to challenge unrecognised individuals in their work area. If they feel unsafe to do so, contact the Security team.

The Security team can offer advice and assistance relating to all aspects of security including property marking.

**Work Environment**

The Trust believes that effective security management is imperative to provide a safe and secure environment and improved quality of care for service users and staff.

All staff have a role to play in effective security management.

Brighton & Sussex University Hospitals NHS Trust is committed to reducing the risk of violence against staff as far as is reasonably practical.

Where a verbal or physical assault does occur against a member of staff and there is no justifiable reason for the assault to have occurred, the Trust will actively support the victim in seeking appropriate sanctions against the perpetrator.

All staff have a responsibility to report violent and aggressive behaviour, including that which has a clinical causation or element, so that action may be taken to address it at the earliest possible opportunity. Formal reporting of incidents should be via the Trust incident reporting system known as “Datix”.

**Personal and Patient Property**

The Trust cannot accept responsibility for any personal property including vehicles that are lost or damaged on its premises.

Staff changing / locker facilities will be provided but staff must take measures to ensure they safeguard their own, the Trust’s and patient’s property.

Patient property should be fully documented on admission, transfer and discharge and any property taken into Trust’s custody should be fully safeguarded.

Property which is retained by patients should be recorded. A disclaimer should be signed by the patient, or, where appropriate, a friend or relative.

Patients should be encouraged not to bring valuables onto hospital sites and to have friends and family members take their valuables home.

**Training & Departmental Inductions**

**Statutory & Mandatory Learning**

The Trust’s Mandatory and Statutory Training modules are provided / presented via a combination of interactive online modules and classroom based teaching and learning sessions. As part of your induction to BSUH, you will need to complete your Statutory and Mandatory Training.

Please follow the link to this programme, which is contained within iris, our learning zone: [https://iris.bsuh.nhs.uk](https://iris.bsuh.nhs.uk).

The Doctors’ Induction contains various modules, some of which are mandatory. These will form part of your ‘passport’ of statutory and mandatory training that will follow you to your next Trust.

The Induction Programme does not need to be completed in one go.

Each module takes around 30 mins and can be completed on an ad hoc basis. The BSUH Doctors Induction needs to be complete within one month of starting with BSUH.
### Department Induction Videos

<table>
<thead>
<tr>
<th>Department</th>
<th>Link</th>
<th>QR Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>LINK</td>
<td>QR Code</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>ROYAL SUSSEX COUNTY HOSPITAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROYAL SUSSEX COUNTY HOSPITAL &amp; PRINCESS ROYAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOSPITAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROYAL SUSSEX COUNTY HOSPITAL &amp; PRINCESS ROYAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOSPITAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRINCESS ROYAL HOSPITAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROYAL SUSSEX COUNTY HOSPITAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Site Maps

Princess Royal Hospital – Haywards Heath
Helpful Links

2002 / Trust Doctors Terms & Conditions

https://www.nhsemployers.org/-/media/Employers/Documents/Pay-and-reward/Terms_and_Conditions_of_Service_NHS_Medical_and_Dental_Staff_300813_bt.pdf?la=en&hash=1B22C8D3CD240799EADB85F19C749216DDA08FC0

2016 Terms & Conditions


Pay Scales

HR Contact Details

<table>
<thead>
<tr>
<th>Central Clinical Services</th>
<th>Surgery</th>
<th>Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breast Services</td>
<td>ENT</td>
<td>Emergency Medicine</td>
</tr>
<tr>
<td>Haematology</td>
<td>Ophthalmology</td>
<td>HEMS</td>
</tr>
<tr>
<td>Histopathology</td>
<td>Oral and Maxillofacial Surgery</td>
<td>Acute Medicine</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>Anaesthetics</td>
<td>Endocrinology</td>
</tr>
<tr>
<td>Oncology &amp; Palliative Care</td>
<td>General Surgery</td>
<td>Dermatology</td>
</tr>
<tr>
<td>Pathology</td>
<td>GI Medicine</td>
<td>Elderly Medicine</td>
</tr>
<tr>
<td>Radiology</td>
<td>Urology</td>
<td>GUM/HIV</td>
</tr>
<tr>
<td></td>
<td>Trauma &amp; Orthopaedics</td>
<td>Infectious Diseases</td>
</tr>
<tr>
<td>Speciality Services</td>
<td>Pain Management</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Renal</td>
<td>Rheumatology</td>
<td>Respiratory</td>
</tr>
<tr>
<td>Cardiac Surgery</td>
<td>Vascular Surgery</td>
<td></td>
</tr>
<tr>
<td>Cardiology</td>
<td>Community Placement Trainees</td>
<td></td>
</tr>
<tr>
<td>Neurosurgery</td>
<td>Trainees in GP Practice</td>
<td></td>
</tr>
<tr>
<td>Spinal Surgery</td>
<td>Trainees in Psychiatry</td>
<td></td>
</tr>
<tr>
<td>Neurology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intensive Care Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woman’s &amp; Children’s</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neonates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paediatrics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paediatric Surgery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orthodontics</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ext 3158</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ext 7745</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ext 7746</td>
<td></td>
</tr>
</tbody>
</table>

Handbook Creator
Nicholas MacEvoy
n.macevoy@nhs.net
140619
INDUCTION CHECKLIST

PLEASE VISIT EACH TEAM LOCATION

✓- TICK UPON COMPLETION

RESUS PRACTICAL TRAINING

MEDICAL HR

OCCUPATIONAL HEALTH

SECURITY / ID BADGING

IT / ACCESS SYSTEM TEAMS