

AIREDALE NHS FOUNDATION TRUST

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AIREDALE NHS FOUNDATION TRUST VISION

“To be the hospital chosen by the community for putting patients first, providing excellent, innovative and diverse services, delivering safe standards of care, all underpinned by the constant pursuit of efficiency.”

We are serious about safety and believe there is a clear link between providing safe healthcare and delivering strong finances. We are ambitious about our future, and the above statement adapts the previous vision primarily in response to the impact of the changes to the external environment. In support of this, there are a series of key principles supporting the delivery of the vision in the years ahead;

- Safety, quality and the patient experience remain at the centre of everything the organisation does;
- The need to be serious about efficiency and business control in order to be viable in the future;
- In response to the changing landscape, continuing to develop our existing services whilst also designing and delivering new ways of working, using diversified models of care both in and out of a hospital setting;
- Partnership working forms a significant part of the design and delivery of our services;
- Ensuring the value of the Airedale brand is retained within the community and beyond; and
- Adapting the size and shape of the workforce in response to the updated service strategy.

Overall, our vision is about an approach centred on increasing the pace of quality improvement whilst delivering significant savings.

To support the delivery of the above, the Foundation Trust has developed two high level strategic goals, which are:

- **The relentless pursuit of understanding and achieving the best possible outcomes for patients whilst maximising our efficiency.**

To develop both existing and new service provision, changing the models of service delivery and the requisite shape of the workforce in the years ahead.

SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT

Terms & conditions are subject to appropriate national agreements for NHS staff, as amended and supplemented locally through Trust agreements.

NHS Pension Scheme	New starters are eligible to join the Trust's Pension Scheme, and will automatically be opted into the scheme upon appointment unless a pension opt-out form has been completed and returned prior to commencing in post. For information on the Scheme, please visit http://www.nhsbsa.nhs.uk/pensions
Hours of duty	Full-time hours of work are 37.5 hours per week. Part-time posts will state the hours of duty in the job advert.
Notice Periods	Band 1-3 4 weeks Band 4-5 6 weeks Band 6-9 12 weeks
Annual Leave	The basic annual leave provisions under Agenda for Change are: On appointment 27 days Annual Leave + 8 Bank Holidays After 5 years service 29 days Annual Leave + 8 Bank Holidays After 10 years service 33 days Annual Leave + 8 Bank Holidays <i>On returning to the NHS, previous contracted periods of NHS service will only be counted towards leave entitlement once verified</i>
Medical	It is a condition of employment that all candidates who enter the Trust complete a health assessment questionnaire issued by the Trust's Employee Health & Wellbeing Department prior to commencing employment.
Offer of Employment	All offers of employment are conditional, pending receipt of satisfactory pre-employment checks.

Base	The reporting location for this post is detailed in the advert. You may however be required to work at any additional or different location owned or served by the Trust, either on an ongoing or temporary basis.
Disclosure and Barring Service	If the post you are applying for requires a Disclosure from the Disclosure & Barring Service, the level of disclosure required will be stated in the advert. For further information on the DBS, please visit www.homeoffice.gov.uk/dbs
Pay	Payment is made direct to the employees' bank or building society account, on the last working day of each month (working day meaning Monday – Friday).

RECRUITMENT INFORMATION

When completing your application, please ensure that your supporting information demonstrates how you meet the essential / desirable requirements of the person specification.

We will contact you about your application via e-mail and it is therefore imperative that you regularly check your e-mail further to submitting your application.

Please note: if you are applying for the vacancy via NHS Jobs please note that your application form will be transferred to the Trac system and all further correspondence regarding your application will be from Trac systems.

Airedale NHS Foundation Trust are committed to Equal Opportunities and representing the diversity of the community which we serve.

We offer a range of flexible working arrangements, and continually strive to improve the working lives of our staff.

As a user of the 'two ticks' (positive about disabled people) symbol, all disabled applicants who meet all of the essential criteria for the post will be invited to attend interview. Please note that details of the essential criteria are contained within the person specification for each vacancy.

Due to the high number of applications we receive, some of our vacancies may expire prior to the advertised closing date, and we therefore recommend that you submit your application at your earliest convenience in order to ensure that it is considered.

Pre-Employment Checks

If you are successful in securing an offer of a post, you will be required to provide the information and identity documentation listed below. If you are unable to do so you will not be able to proceed to appointment.

Employment within NHS Trusts is governed by a number of mandatory pre-employment checks. In order to meet our responsibilities as an employer we undertake a number of these checks at the interview stage of our recruitment process. No appointments can be considered unless these checks are satisfactorily completed. If you are unable to produce the documents listed below please mention this at interview.

Identity Checks

Right to Work Checks

Employee Health Check

References

It is important that you provide, **as a minimum, references covering at least the past three years employment** (either paid or unpaid voluntary work), or any training. If you are or have been employed, these should include your two most recent employers, your line manager or someone

in a position of responsibility. If you have never been employed you may provide a referee as a person in a position of responsibility. The referees will need to be able to comment on your work experience, competences, personal qualities and suitability for the post.

The following guidance may help you decide who you should provide as a referee:
All requests for references will be sought through your line manager or other relevant department manager.

- If you are, or have been employed, your referees must be from your two most recent employers.
- If you have never been employed, have worked as a volunteer or have been in full-time education, you may provide a referee as a person in a position of responsibility, for instance a teacher, tutor, university lecturer or manager.
- If you have not been in employment for a considerable amount of time but have had previous employment, you should seek one reference from your last known employer and a personal reference from a person of some standing within your community e.g., a doctor, solicitor, MP etc.
- If it is not possible to provide a personal reference described above, then seek one from personal acquaintances not related to or involved in any financial arrangement with you.
- Personal references such as friends and relatives are generally not acceptable.

Please provide full contact details (including telephone and email addresses).

In order to reduce the possibility of delays in receipt of references, you are advised to contact your referees in advance to clarify that they are happy to provide a reference and confirm their correct contact details.

Professional Registration/Qualifications

Candidates are asked to provide documentary evidence of professional registration (NMC Pin Card, HPC Pin Card) and qualifications relevant to this post, which demonstrate they meet the criteria stated in the person specification.

For further information regarding the qualifications and recruitment of Trainee Health Care Support Workers please refer to the document entitled Important Information for Health Care Support Workers, which can be found on NHS Jobs, further links.

Disclosure & Barring Service Check (DBS) – formally known as Criminal Record Bureau (CRB)

Not all posts fall under the provisions of the Disclosure & Barring Service checks. If the post you are applying for is covered by the DBS checks you will be advised at the advertising stage.

Where posts fall under the scope of The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2007 and Section 115 of the Police Act 1997, the Trust is obliged to check the background of all candidates appointed to this post with the Disclosure & Barring Service.

Clearance may take several weeks to be obtained from the Disclosure & Barring Service. Accordingly application forms will be issued at the interview stage and identity documentation requested. Where clearance is not received prior to an appointees' start date the Trust will undertake a risk assessment. In some instances appointees may be prevented from commencing, have limited duties or be placed under supervision until clearance is received.

Some posts also fall under the Protection of Children Act 1999 (PoCA) either because the postholder is deemed to have regular unsupervised access to children as part of their normal duties (a 'regulated' position); or manage employees in regulated positions. Appointees to positions covered by PoCA are **unable to commence** in post until full clearance is received.

Policy Statement on the Recruitment of Ex-Offenders

As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Airedale NHS Foundation Trust complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Airedale NHS Foundation Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called to interview to provide details of their criminal record on a pre-employment declaration for a post requiring a disclosure. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that all those in Airedale NHS Foundation Trust who are involved in the recruitment process have received appropriate guidance and in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitations of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

For further information relating to DBS Disclosure's please see the following link:

<http://www.homeoffice.gov.uk/agencies-public-bodies/DBS/partners-reg-bodies/code-of-practice/>

EQUALITY, DIVERSITY & INCLUSION

Airedale NHS Foundation Trust is committed to ensuring equitable outcomes for all. As such, we are committed to working towards eliminating any form of discrimination on the grounds of race, gender, disability, age, marital status, religion, ethnicity or sexual orientation. The Foundation Trust believes that principles pertaining to Equality and Diversity need to be embedded into all aspects of service delivery and employment to truly ensure equity for all. Only by mainstreaming Equality, Diversity and Inclusion principles in all aspects of our work can we value the diversity of our staff and patients and work towards ensuring all groups are respected and included. The following pages show how we are addressing issues around Equality and Diversity.

Equality - in its broader sense is essentially around creating a fairer society where everyone can participate on an equal basis and have the opportunity to fulfil their potential. Issues pertaining to Equality (either in terms of service delivery or employment) need to be addressed as research shows that due to past and sometimes ongoing unfair discrimination, not everyone can participate fully and fulfil their potential.

Equality therefore is primarily about ensuring individuals have equal access, equal participation and equal outcomes.

Diversity - is about recognising, accepting and embracing individual's differences rather than being afraid of them. The pure essence around the principles pertaining to Diversity are not just about appreciating differences between individuals in terms of gender, abilities and disabilities, cultural and religious aspects, ethnic origins to name but a few, but also accepting that any differences are valued and respected and that these differences do not act as barriers either in the receiving or delivery of services. Put simply Diversity is around valuing differences and respecting people for who they are.

The fundamental principles for inclusion in respect of Equality and Diversity mean;

For Patients

- You and your family have the right to be treated fairly and to be routinely involved in decisions about your treatment and care. You can expect to be treated with dignity and respect. You will not be discriminated against on any grounds including age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- You have a responsibility to treat other patients and our staff with dignity and respect.

For Staff

- You have the right to be treated fairly in recruitment and career progression. You can expect to work in an environment where diversity is valued and equality of opportunity is promoted. You will not be discriminated against on any grounds including age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- You have a responsibility to ensure that you treat our patients and your colleagues with dignity and respect.

Inequalities, unfair treatment and often exclusions thrive in those environments and situations where there is a lack of knowledge associated with cultural norms and the added confidence needed to relate to individuals from differing backgrounds. Not engaging with others, because of their perceived differences lead us to naturally incline with those we feel most comfortable with and avoid those with whom we do not have any common identity.

The original anti discrimination legislation in the UK centred around organisations ensuring fairness and equality of treatment being integrated within overall concepts in recruitment and employment conditions. Over the years much of the equality legislation was then extended to cover access to services – broadening the scope of 'unlawful discriminatory practices.'

Previously we, like other public sector organisations, collected evidence around health inequalities - this information however was more about ensuring our policies and procedures were equitable. The issue however has always been around quantifying and assessing;

- the impact the process has had upon the health of the patient
- how the nature of service provision changed / was addressed taking into cognisance the diversity of the patient

With the inception of the Equality Act 2010, and the previous equality statutory instruments being brought together under one umbrella, we feel that the values underpinning equality and setting our priorities for all of the protected characteristics' need to be re-addressed in a revised way.

[Equality Act 2010](#)

[Public Sector Duties](#)

[Home Office Equality-Act](#)

STAFF BENEFITS & FACILITIES

Staff Benefits package

NHS pension scheme
Occupational sickness benefit
Ill health retirement benefit
Enhanced paternity pay
Enhanced adoption pay
Enhanced maternity pay
Childcare vouchers
Lease car scheme for eligible staff
Employee Health & Wellbeing Service
Staff counselling service

Training

Mentoring
Access to staff libraries
Comprehensive Induction Programme
Investment in internal and external education and training for all staff
QCF diplomas at level 2 and 3.
Institute of Leadership and Management (ILM)
Return to nursing practice opportunities
Annual appraisals and personal development plans
Career development opportunities

Discounts and External Benefits

Various consumer discounts for staff as advertised at www.nhsdiscounts.com
Access to subsidised leisure facilities at local centres
Access to Sovereign Health Care
Cycle to Work Scheme
Discounted Bus Travel
Residential accommodation in partnership with Frontis Homes

On-Site Facilities

Airedale New Venture Shop & Café (Outpatients)
Friends of Airedale Shop (Main Reception)
Cyber Café
On Site Car Parking (chargeable)
Chapel
Muslim Prayer Room
Hairdressers
Subsidised Restaurant (Café t-aire)
Cash Machine
Day Nursery

Flexible working policies
Career breaks
Family friendly policies, such as carers' leave
Flexible retirement
Flexible hours and working practices
Secondment