



Kingston Hospital
NHS Foundation Trust



Staff Benefits Booklet

March 2023



Dear Colleague,

On behalf of the Board I wanted to thank you for choosing to work for Kingston NHS Foundation Trust. We are very proud of our hospital, the services it provides to our local community and our dedicated staff who do such an excellent job every day. Now you have chosen to join us, we want you to stay, and this booklet has been developed to give you information on many of the key benefits of working for the Trust and how we can support you and your family both at work and during your leisure time. Well supported and happy staff provide the best care for our patients and therefore your wellbeing is the most important priority for the Trust.

The Care Quality Commission has recognised the Trust as being 'Outstanding'; this simply could not have been achieved without an outstanding workforce committed to the highest quality of patient care and living the Trust values in everything they do.

We understand that benefits go beyond just financial rewards and therefore we have highlighted the way that the Trust recognises staff contribution, the opportunities for career development, options on the work life balance and how we ask staff to contribute to improvements in the Trust through initiatives like 'coffee and conversations'. We have also highlighted the benefits available through the Health and Wellbeing service which includes staff physiotherapy, free exercise classes, and even a Health and Wellbeing Chaplain to name a few. We have also provided access to psychological support in response to the impact of COVID on our staff.

In this updated edition we are also sharing details with you of the newly launched myLifestyle benefits portal which includes discounts and salary sacrifice cycle and car schemes.

Kind regards,

Kelvin Cheatle

Living our values *every day*



Director of Workforce

Welcome to your staff benefits booklet.

This booklet details a range of benefits, health and lifestyle services that have been brought together by the Trust. We will continually be looking to expand what is available and will keep you informed as services develop.

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Monthly Staff Excellence Awards

The Monthly Staff Excellence Award scheme recognises staff that work above and beyond the call of duty in order to live the Trust's values.

What is the prize?

Each month the prize a member of staff is awarded a £25 Amazon gift card, a certificate and a Living Our Values mug.

Who can nominate?

Both patients and staff are able to nominate any individual member of staff who they feel is 'living' one of the four values by demonstrating the behaviours associated with each one of them.



How do I nominate?

Decide which of the five values you want to nominate under and then go to the intranet to obtain the form. You will also need to write a short supporting paragraph no more than 100 words that you are happy to be read out by the Chief Executive when the award is presented. Lastly, return the completed form to the Communications Team by email: khft.comms@nhs.net.

Long service awards

These arrangements are currently under review but the Hospital recognises those with 25 and 40years' service in the hospital through an enjoyable celebration event hosted by the Chief Executive. Staff proudly display their long service badge and become part of a very special 'club'.

Engaging with you

As a Foundation Trust, becoming a **Member** of Kingston Hospital is open to all staff and the local community. We have a membership of over 6,500 and these members help to support and shape the future of the Trust. Membership is completely free. If you would like to become a member please contact: khft.ftmembership@nhs.net

The Council of Governors is made up of elected public and staff Governors. If you would like more information about how this Council operates or are interested in perhaps becoming a staff governor with the opportunity to directly influence the Trust Board, then please contact: eaceoandchairman@nhs.net.

New starter support – 100 Day Survey

In addition to the comprehensive Trust and local induction, within 100 days of starting with us, you will have the opportunity to feedback and discuss your experience in the Trust so far via a survey. This helps you share any concerns and positive experiences with your line manager and for them to support you in addressing issues. We want to be a genuine employer of choice and your feedback is critical in helping us improve your working life here.

Schwartz Rounds are an opportunity for clinical and non-clinical staff to discuss emotional and social aspects of patient care and the lessons from specific cases. Dates are always publicised on the intranet and through global emails.

myLifestyle Staff Benefits Portal

On October 5th 2020, the Trust launched a bespoke staff benefits portal – **MyLifestyle** as part of the South West London Collaborative Project.

All new substantive employees will receive their login details within a month of joining the Trust. The **MyLifestyle** portal is located on the Trust's intranet main page. Along with specific schemes like the Tusker Car Scheme, Cycle 2 Work Scheme, Salary Finance, Simply Health, Season Ticket Loans, Childcare Vouchers (existing users only), Home technology and Smartphone schemes, you also have access to deals like gym discounts, exclusive offers, vouchers and e-gifts.



Season Ticket Loans

You can apply for an interest free loan to buy a public transport season ticket to travel to and from Kingston Hospital and home. The loan is not a taxable benefit in kind provided it is less than £5000 at all times which means it is usually tax free.

Cycle to Work Scheme

Cycle2work scheme is an employee benefit that saves you at least 42% on a bike and accessories. You pay nothing upfront and the payments are taken tax

efficiently from your salary as a monthly deduction from gross pay.

Car Lease Scheme

The Trust operates a salary sacrifice car lease scheme which is open to all permanent employees. This is a 2-5 year lease arrangement with costs deducted from gross pay. Lease arrangements are managed through the lease company Tusker and include all insurance and servicing costs for the duration of the lease. You need the Employer Code “KHN1”, along with your Employee/Payroll Number found in your payslip. The scheme includes a range of hybrid and fully electric cars which contribute to environmental sustainability and are cheap to run.

Salary Finance

Financial concerns can have an impact both at home and at work and we want to ensure that you have access to employee benefits to help reduce this stress. Salary Finance is an employee benefit that could help reduce financial stress by providing access to salary-linked loans and financial education. Salary Finance provides help to save, salary advances, affordable loan rates and saving schemes along with tools and tips to help you manage money better

For more queries on how either of these schemes work, email: khft.payrollhelpdesk@nhs.net

Smartphone and home Technology Scheme

This benefit provides you with access to a wide variety of home technology and smartphones for personal use. Brands such as Apple, HP, Sonos and products like tablets , games consoles, smart TVs are available through the myLifestyle portal. By agreeing to sacrifice or 'exchange' some of your pre-tax salary in return for the technology package of your choice, you make savings in National insurance and in most cases pension contributions (if applicable) on the total amount sacrificed.

Simply Health Scheme

Designed to support you with your everyday health concerns, like fast access to GP appointments, cover for routine prescription costs or counselling support. You pick a plan between Level 1 – Level 4 to sign up online. Log in and upload a picture of your receipt and Simply health will refund the money you spent up to your plan limits. Again, this benefit is accessed through the myLifestyle benefits portal.

Pension Options

The Trust encourages and supports staff in choosing the right pension options as part of individual life and financial planning. Staff should think very carefully before opting out of the available pension schemes

and should take independent financial advice if they are considering this option.

NHS Pension Scheme

The NHS Pension Scheme continues to be one of the most comprehensive and generous schemes within the UK. It is made up of the 1995/2008 Scheme and the 2015 Scheme. From 1 April 2015 all new joiners, without previous scheme membership, will join the 2015 Scheme. Some existing members will retain rights to remain in the 1995 or 2008 section of the existing scheme.

All our new members of staff are automatically enrolled into the NHS pension scheme when they join the Trust (unless they opt out or are not able to join), and the amount you pay into your pension is dependent on how much you earn. The current employee contribution rates are between 5% and 14.5% (depending on salary), topped up by contributions from the Trust. **The Trust typically contributes around 20% of your salary towards your pension.**

Being in the scheme provides lots of important benefits for you and your family.

- *When you retire you'll get a pension payable for life. This is fully guaranteed by the Government.*
- *If you die whilst 'in service' the scheme pays out 2 x annual salary life assurance and other death benefits that are paid to your nominated beneficiaries.*

Financial and flexible benefits

- *You can choose to swap some of your annual pension for a one off tax free lump sum when you retire.*
- *You could take an early ill health retirement pension if you become too ill to work.*
- *The scheme is designed to help you work longer and includes various flexibilities including, step down, wind down, retire and return, draw down and late retirement.*

To help you keep track of your NHS Pension you have access to an Annual Benefit Statement via the Total Reward Statement portal or through the Electronic Staff Record system (ESR). These statements are refreshed regularly and are available on line for you to look at whenever you want.

For more information please visit the NHS Pensions website: <https://www.nhsbsa.nhs.uk/nhs-pensions>

NEST

The Trust participates in the workplace pension scheme set up by government and administered through the National Employment Savings Trust or NEST. Typical contribution rates are higher than 2% for the employer and the employee which is less than that for the NHS Pensions Scheme and does not include life assurance.

Private Pension

Some staff may already have their own pension arrangements or may wish to find alternative means of planning for their retirement including private pension schemes. You should take independent financial advice before deciding on the best option for you.

Pension Opt-out

Completely opting out of any workplace pension scheme needs to be considered carefully. Whilst it may boost take home pay (employees would not be making employee pension contributions), any immediate cash benefit compared to contributing to a scheme would be subject to income tax. You should take independent financial advice before choosing this option

Total Reward Statement (TRS)

All Trust employees have a personalised summary of their full NHS employment package, including details of basic pay, allowances and NHS Pension Scheme benefits.

This can be accessed through the Electronic Staff Record (ESR) Employee Self Service which is available to all Kingston Hospital staff. This can be found via CRS here: <http://crs/home/>

Alternatively, you can access your TRS via the Government Gateway
<https://www.gov.uk/government-gateway>

Anderson Financial Management Ltd

Anderson Financial Management Ltd are pleased to be able to offer no obligation advice to trust employees. Advice is offered on all aspects of financial planning, whilst specialising in helping those looking for:

- Pre & Post Retirement Planning
- Investment Planning
- Inheritance Tax & Estate Planning
- Later Life Planning
- Intergenerational Financial Planning
- Corporate Financial Planning

No obligation face-to-face advice is offered and Anderson Financial Management can arrange to meet with you at home or work throughout the UK. Please contact Anderson Financial Management for further information on 0117 900 1639.

Annual Leave

Annual leave entitlement is amongst the most generous available in the UK. NHS Terms and Conditions provide for the following provisions for non-medical staff:

| <i>Length of service</i> | <i>Annual leave + public holidays</i> |
|---------------------------------|--|
| On appointment | *27 days + 8 days |
| After five years' service | *29 days + 8 days |
| After ten years' service | *33 days + 8 days |

Financial and flexible benefits

*Note these figures are based on 5 days per week/full time hours.

However you also have an option to buy up to 5 days additional leave at the start of each year (April to March) should you wish to do so.

Medical Staff also have a healthy annual leave arrangement, broken down according to their grade.

| <i>Length of service</i> | <i>Annual leave + public holidays + statutory days</i> |
|--|--|
| Consultants - New Contract (Schedule 18 T&C 2003) | |
| Up to seven years | 30 days + 8 days + 2 days |
| Seven or more years | 32 days + 8 days + 2 days |
| Consultants - Old Contract (General Medical Council Conditions of Service Section 1 1995) | |
| Any length of service | 30 days + 8 days + 3 days |
| F1s, F2s, and ST1-2s on the minimum, 1st or 2nd incremental points of their pay scale. | |
| Any length of service | 25 days + 8 days + 2 days |
| ST3+ / SpRs | |
| Any length of service | 30 days + 8 days + 2 days |
| Associate Specialists | |
| Any length of service | 30 days + 8 days + 2 days |
| Staff Grade / Hospital Practitioners / Specialty Doctors / equivalent grades | |
| Minimum 2 years in specialty / had 30 days leave a year or more in previous appointments. | 30 days + 8 days + 2 days |

Please note, annual leave entitlement for Trust doctors, Clinical Fellows and long term locum staff is the same as the grade of staff that they are covering.

For more information please see the Staff Leave and Medical Staff Leave policies available at:

<https://intranet.kht.local/media/3608/t-secure-department-folders-governance-department-pims-pims-publishing-transfer-to-pcg-pdfs-only-human-resources-staff-leave-policy-v1.pdf> /

<https://intranet.kht.local/media/3595/t-secure-department-folders-governance-department-pims-pims-publishing-transfer-to-pcg-pdfs-only-human-resources-medical-staff-leave-policy-v1.pdf>

Flexible Working

Many staff have caring responsibilities outside of work or wish to have working arrangements which suit their lifestyle choices. Flexible working allows staff to help staff balance their work and personal lives. There are several options to choose from detailed in the Trust Work Life Balance policy, such as permanent or temporary reduction in hours, term time or part time working, employment breaks for up to 3 months and unpaid leave. Applications should be made in accordance with the Trust's Procedure for Preparing a Proposal for Flexible Working available at:

<https://intranet.kht.local/media/4924/t-secure-department-folders-governance-department-pims-pims-publishing-transfer-to-pcg-pdfs-only-human-resources-managing-attendance-and-sickness-absence-policy-v10.pdf>

If you have any questions regarding the associated policies and procedures, please contact the AskHR Team on x5392.

Agile Working

Some roles can be performed without the need to be on-site at the hospital every day; for some roles, agile working is a requirement. These requirements would have been discussed at interview.

Sick pay

The health and wellbeing of our staff are very important to the Trust and our sickness absence rates are amongst the NHS's lowest. However, should you become unwell, our sick pay provisions are amongst the most generous in the UK. After a month with the Trust you continue to receive pay from the first day you are absent. Where staff become seriously unwell, full pay continues for up to 6 months and then half pay for up to 6 months subject to a minimum level of NHS service. Please see the Managing Attendance and Sickness Absence Policy on the Trust intranet.

Staff Bank

The Kingston Hospital Staff Bank provides the opportunity for staff to work additional shifts or more hours at the Trust on a temporary basis; this is administered through Bank Partners.

We offer competitive pay rates, a simple way to join the bank, flexible shifts to suit you and immediate access to shifts at other trusts in South West London through a smartphone app.



Financial and flexible benefits

If you have not joined the Staff Bank or have any queries, Bank Partners can be contacted on: kingston@bankpartners.co.uk or 0333 577 3411

The staff bank office is open between 06:30 and 22:00 7 days a week; the onsite office is open between 08:00 and 18:00 Monday to Friday.

Maternity, Paternity, Adoption and Fertility Treatment

The Trust offers child and career friendly provisions in excess of the statutory requirement including for example occupational maternity pay to encourage women to return to their careers after childbirth. Generous maternity, paternity, adoption, fertility treatment and shared parental leave arrangements and pay are available to staff subject to the qualifying provisions of NHS terms and conditions of service. This is in addition to our flexible working provisions. The Trust policy can be found on the Trust intranet at: <https://intranet.kht.local/media/3593/t-secure-department-folders-governance-department-pims-pims-publishing-transfer-to-pcg-pdfs-only-human-resources-maternity-paternity-and-adoption-leave-v1.pdf>

Carer, dependents', emergency and Compassionate leave

The Trust supports employees when they need to take time off to look after children or other dependents, when personal emergencies arise or as a result of a family bereavement. You should speak to your manager in such circumstances so that you can agree the discretionary arrangements which apply in your circumstances.

Staff Day Nursery

Honey Bees Staff Day Nursery.

Kingston Hospital has had an onsite day nursery for at least 30 years. The nursery has been registered with and inspected by Ofsted since 1992. In 2018 Ofsted judged the nursery to be 'Good' and commented that 'Staff provide a warm and welcoming environment that is well resourced with activities which challenge children to learn'.

The nursery is open to Kingston Hospital staff and those who work on the Kingston site. The nursery provides full day care for children aged 3 months to 4 years and can care for a maximum of 81 children per day. The nursery is open from 7am to 5.30pm, 52 weeks of the year. It is closed weekends & bank holidays.

If you would like to enquire further please contact x2585.

Childcare Choices

For advice and information on tax free childcare schemes and other information visit

<https://www.childcarechoices.gov.uk>

Financial Support

For information about child benefits, financial support and tax credits visit www.gov.uk

Occupational Health

There is a dedicated in-house Occupational Health and Wellbeing team to support staff health at work with:

- Fast-track physiotherapy referral
- Stop smoking service
- On-site yoga, Pilates and exercise classes
- Reimbursement for eye tests for VDU users
- Free flu vaccination each year
- Access to counselling and support services including a psychologist
- Reduced rates for massage and other therapies

The Health & Wellbeing Team is committed to providing opportunities to equip and inspire you to care for your wellbeing and enhance your quality of life at home and at work. We encourage everyone to participate in our many wellbeing campaigns and fun initiatives throughout the year.

Occupational Health may be contacted through email on khft.occupationalhealth2@nhs.net or by phone on x2615.



The Health and Wellbeing team

Anila George – Clinical Psychologist



Anila is trained at doctoral level to work across the life span and across a wide range of psychological issues. She offers comprehensive psychological assessments and a variety of brief evidence based psychological interventions, Cognitive Behavioural Therapy (CBT) being her predominant treatment approach. Having worked in multi-disciplinary teams in the NHS for almost 20 years, Anila is passionate about helping staff support each other to improve psychological wellbeing and performance.

khft.staffwellbeingappointments@nhs.net

Lauren Castledine-Wolfe - Staff Wellbeing Physiotherapist



Lauren works as the staff wellbeing physiotherapist. She offers free Pilates (Mondays & Thursdays) or Circuits (Wednesdays) in the Physio Gym, team training/ guidance and 1:1 Assessment and advice clinic for MSK issues (Wednesdays).

khft.staffwellbeingappointments@nhs.net



Ulrike Wirth -
Senior Staff Counsellor

Ulrike has a Masters in Integrative Psychotherapy and is a member of the UKCP. She offers a calm and compassionate space where you can talk about anything that causes you difficulties, whether work-related or within your private life.

She can offer a short course of counselling to help you explore some of these issues in more depth and find a way of coping better.

khft.staffwellbeingappointments@nhs.net

Pastoral Support



Diana Steadman - Staff Wellbeing Chaplain,
Unplanned Care

Would you value the time and space to explore anything impacting on your wellbeing? I listen with an open heart and mind and together we can use the tools of reflective practice to help you discover inner resources and wisdom. If you want to make changes, my aim is to support you through the process and can signpost you to a range of specialist practitioners and/or self-help resources if needed.

diana.steadman@nhs.net

Health and Wellbeing



Chris Huckle - Staff Wellbeing Chaplain, HCA's

With a background in education and pastoral care, I'm here just for you HCAs! Whether it's difficulties with work and teams, assistance with moving up the bands in your career, support with issues outside of the hospital, or even if you just want to have a confidential chat over coffee, I'm keen to meet you and get you connected with the people who can help you further. I'm really looking forward to supporting you in your physical, mental, emotional, and spiritual wellbeing. Let's talk!

c.huckle2@nhs.net



David Morris - Staff Wellbeing Chaplain, Planned Care

It is my experience that being listened to, without judgement, can provoke a sense of spaciousness when we are feeling closed down or trapped. I find that being present to "what is", rather than what I fear or hope for, can deepen understandings of self, other and our collective situation. Seeking ways to develop my awareness (without losing a sense of humour) has led me to chaplaincy, the Buddhist spiritual path, and gratitude for the opportunity to meet the hearts and minds of others and learn of their journey.

david.morris41@nhs.net

Steve Summers - Staff Wellbeing Chaplain,
Corporate Division



I look forward to meeting you. I have a varied working background, most recently in Higher Education and adult vocational development. I am interested in how we find fulfilment in our work and wider life, and particularly friendship and human flourishing. My role as Wellbeing Chaplain is to connect with you as a KHFT staff member, to provide pastoral support and a confidential listening ear, amidst the pressure that work creates. Let me know how you are getting on!

stephen.summers@nhs.uk



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KHFT & HRCH STAFF

**YOUR
HEALTH
AND
WELLBEING**

ACCESS SUPPORT
HERE



Kingston NHS Foundation Trust Wellbeing Works Well.

Wellbeing is much more than physical health, exercise and nutrition. It is the full integration of mind, body and spirit.

The Health & Wellbeing Team is committed to providing opportunities to equip and inspire you to care for your wellbeing and enhance your quality of life at work and home. We work to raise awareness and coordinate wellbeing activities across the hospital.

We have created a dedicated health and wellbeing website which is accessible both on mobile devices and work devices.

Based on the 7 pillars of the national wellbeing framework for the NHS you will be able to access a wealth of support and information through the website, from booking exercise classes through to finding out up to date information on the cost-of-living support.

www.khftstaffwellbeing.co.uk

Employee Assistance Programme - Care first

All staff can access a confidential telephone and off-site support service provided by Care First for staff. Services are free at the point of delivery for staff and respective family members and include:

- Advice for managers
- Family and Personal advice
- Legal and tax advice
- Child, elder and disability care issues
- Counselling and emotional support

For more information call 0800 174 319.

Care first also provide online information regarding weight management, nutrition, smoking cessation, stress and other health related topics.

Find details at: www.carefirst-lifestyle.co.uk

Mental health and wellbeing

Time to Change Champions

In October 2017 Kingston Hospital signed the Time to Change Employer Pledge to demonstrate commitment to creating a working environment that is supportive and understanding towards employees experiencing mental health problems. There are about 30 Time to Change Champions who are volunteer staff members, some with lived experience of mental health problems, They campaign in specific work areas and instigate



initiatives to improve wellbeing amongst fellow employees, making use of resources, learning opportunities and good practice advice available.

For further information or to contact a Time to Change Champion please contact Diana Steadman our staff wellbeing chaplain to find out more.

Mental Health First Aiders

The Trust has trained a number of employees to enable them to provide immediate and confidential help and advice to staff who find themselves in need of support. Further details are available on the intranet.

Mediation

The Trust has trained internal Mediators who can provide a co- mediation service for employees who need support in managing working relationships with their colleagues. Referral can be made via your line manager or Trade Union representative. The Trust also has a network of Mediation Ambassadors who you can contact to discuss mediation and whether it is right for you. For further details please contact the Mediation Coordinator at khft.mediation@nhs.net

Freedom to Speak Up

If you are concerned about risk, malpractice or wrongdoing please speak up and raise your concerns. If you are worried about something you have seen, something you think is putting patients or staff at risk, is illegal or wrong – talk to your line manager, clinical lead, tutor or the person in charge. Your Freedom to Speak Up Guardians are Graham Rodber and Jane Lahr who can be contacted confidentially, if you feel unable to speak up openly, or you simply want to discuss a matter of concern.

**Freedom to Speak up
Guardian:**

Graham 07917 581 698



**Deputy Freedom to
Speak up Guardian:**

Jane 07990 339 406



hrch.khftraisingconcerns@nhs.net

Trade Unions

The Trust actively supports working in partnership with our recognised trade unions. We meet regularly with our 'Staff Side' at Kingston who actively help with staff related issues including staff safety, employment policies and ensuring the rights of staff are understood and observed.

Joining a trade union is entirely a matter of personal choice and if you would like to discuss the benefits of trade union membership and join one of our recognised unions, visit the Trust intranet for further details.



Minority Ethnic Group for All (MEGA)

This is a staff network that supports the Trust in ensuring fair and equitable treatment for all BAME (Black, Asian and Minority Ethnic) staff working for the Trust. Further information about the group including membership enquiries please contact Balvinder Reehal at: balvinder.reehal@nhs.net.

Lesbian, Gay, Bisexual and Transgender Staff (LGBTQ+)

This is a staff forum that supports the LGBTQ+ community amongst our staff. For details regarding this forum please contact Sarah Ward or Andrew Swain at: sarah.ward12@nhs.net or andrew.swain@nhs.net

EU Staff Group

This forum is in place to support employees from Europe and to supply specific information and support on the European Union withdrawal process. The contact for this is Pascale Varley at: p.varley@nhs.net

Disability Staff Network

This forum is in place to support employees who have a long term mental or physical health condition. For details of this forum please contact Cathy Parker at: catherine.lehegarat@nhs.net

Learning and Development

The Trust has an excellent track record of supporting staff development and training with a modern onsite Education Centre and a Learning and Development team to support staff in reaching their aspirations.

A comprehensive look at the learning and development opportunities available at the Trust can be found on the Trust intranet at:

<https://intranet.kht.local/learning-and-development/>

Apprenticeships

Apprenticeships are for everyone – regardless of age.

Apprenticeships consist of a work based training program that incorporates skills development, technical knowledge and practice experience.

There are a wide variety of apprenticeships available so visit: <https://www.instituteforapprenticeships.org> to see what's available and also access information on the intranet.

To find out more contact Debbie Norton at:

debbienorton1@nhs.net

Leadership Programmes

The Trust strongly supports staff development and growing our managerial and leadership skills. The Trust offers 4 FREE accredited leadership development programs that are suitable from team leader to senior manager. There are regular intakes and details can be found on the intranet or contact Debbie Norton.

Training Courses

Staff have access to a comprehensive range of job specific and general training courses which are delivered face to face, through eLearning, either direct by staff at the Trust or by specialist training providers. In addition to statutory and mandatory training, there are a number of other courses that you can access to help support you in your current or future roles. Look on the intranet or contact the Education Centre for more details.

Learning and Resource Centre

The Stonehouse Library is a multi-disciplinary library providing library & information services to all staff and students.

The library offers a variety of services including books, journals, e-journals, e-resources and training. There are over 15 PCs available for trust staff to use with printing/photocopying (chargeable –both colour and black and white) and scanning facilities.

There are study spaces and a place to work away from your office environment. All Healthcare Professionals can submit cases to be published in BMJ case reports using the library fellowship code. We have a selection of wellbeing books and numeracy and literacy books. Our book catalogue and an A-Z journal list are available electronically.

For hospital related work we will conduct literature searches on behalf of all trust staff (clinical and non-clinical). If you need help while studying our librarians will support you but are unable to carry out the searches for you.

Stenhouse Library



The Chapel

There is a small Christian Chapel on Level 4 (Esher Wing). The Chapel is always available for patients, staff and visitors for prayer and contemplation. Weekly Christian services are held here, and other celebrations for special festivals and occasions.

Multi-Faith Prayer Rooms

There are two prayer rooms (male and female) with ablution facilities. These are located on the corridor past the Chapel. The prayer rooms are for all those wanting quiet and peace, and an opportunity for private prayer and reflection.

Boots Kingston Hospital Pharmacy

As a staff member you can benefit from 10% discount on Boots retail and Boots.com from the Kingston Hospital Pharmacy which is located on the Ground Floor (level three), Link Corridor between the main entrance and main outpatients. Once you are at the till point, simply present your staff ID badge to have the discount applied.

The Pharmacy is open Monday to Friday 9:00am to 6:30pm, Saturday 10:00am to 4:00pm and Sunday 10:00am to 2:00pm.

Please note the 10% discount is ONLY available when purchasing goods or using Boots.com in the Kingston onsite pharmacy/store, you will NOT be able to get the discount from any other store or by using Boots.com at home.

Costa Coffee

This is located by the main entrance to the hospital and is run by ISS. They serve hot and cold beverages, sandwiches and snacks. It is possible to purchase coffees at a discount by purchasing a Costa's discount card through the myLifestyle portal.

Restaurant

The restaurant is run by ISS and is open to staff and service users. Staff displaying their id badge will get a 20% discount. The restaurant is open from 7am to 3pm, Monday to Friday.

Amazon Locker

There is an Amazon pickup location outside the hospital canteen which is a convenient way of having Amazon orders delivered and collected at work.

The Trust has been made aware of a number of companies that will offer staff discounts on the production of their Trust ID card. These companies however are not in any way endorsed or tested by the Trust.

CAR SERVICING

Chamberlains Garage

Chamberlains Garage in New Malden offer a 10% discount to all NHS staff, providing many services in car repair, diagnostics, MOTs and many more. Appointment times and exact pricing can be arranged a week in advance over the phone on 020 8399 2000. Please have the details of your car ready (e.g. car model) when making contact.

EATING OUT AND ACCOMMODATION

The Albert Pub and Restaurant

15% off of food and drink 9am-7pm, Monday to Friday. Please bring your NHS ID badge with you to get the offer.

<http://www.thealbertkingston.co.uk>

Black Horse Pub

10% discount on food and drink when you present your NHS Staff ID badge at payment.

<https://www.blackhorsekingston.co.uk/>

The Norbiton Pub

10% discount on food and drink when you present your NHS Staff ID badge at payment.

Kingston Hospital Accommodation

The Trust provides onsite rental housing through Optivo Housing. This is in the form of rooms in shared flats. KHFT staff are eligible to apply for accommodation however this is subject to availability. For further information about accommodation options please send an email to:

khft.recruitment@nhs.net

Health Service Discounts

This website offers a huge range of money saving deals and vouchers, from restaurant vouchers, discount holidays, money off fashion through to deals on gym membership, mobile phones, and utilities.

Visit <https://healthservicediscounts.com> for details.

Blue Light Card

The Blue Light Card was founded in 2008 with the intention of providing discounts to the Emergency Services and NHS both on the High Street and Online. The Blue Light Card aims to provide high street discounts on a national basis and provide all members of all services with an equal chance to save no matter what job role or service that they work for; there is a small charge for the card.

Many retailers and restaurants will give discount to NHS employees simply on the basis of your Trust identity card.

Visit <https://www.bluelightcard.co.uk> for details.

NHS Staff Benefits

This website offers many online deals providing money off for an array of services, from entertainment & activities to fine dining to leisure & travel to utilities.

Visit <https://www.nhsstaffbenefits.co.uk> for details.

Key Contacts

AskHR

email: khft.askhr@nhs.net

tel: 020 8973 5392

Health and Wellbeing team

email: khft.staffwellbeingappointments@nhs.net

Staff Wellbeing Chaplin: Diana Steadman

email: diana.steadman@nhs.net

tel: 0208 973 2292

Occupational Health

email: khft.occupationalhealth2@nhs.net

tel: 0208 934 2615

Employee Assistance Programme (Care first)

tel: 0800 174 319

Learning and Development

Intranet site: <https://intranet.kht.local/learning-and-development/>

Staff Bank

email: kingston@bankpartners.co.uk

tel: 0333 577 3411

Trust Payroll and Pensions Helpdesk

email: khft.payrollhelpdesk@nhs.net

tel: 020 8973 5339

Living our values *every day*

