

Job description and person specification

Job title: Clinical Specialist Paediatric Physiotherapy Lead

Band: 7- 8A (Development Role dependent on experience & qualifications)

Accountable to: Director of Integrated Adult Health & Social Care

Responsible to: Head of Integrated Therapies

Reports to: Physiotherapy Professional Lead & Service Manager, Orthopaedics

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

First for our patients, staff, and the future



Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open, and learning culture that is inclusive and supports all staff to develop their careers. We want to be recognised as a great place to work.

Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

Our values

We believe that how we do things is just as important as what we do.

Our Trust values of fairness, inclusivity, respect, safety, and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation.

We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do.



[You can find out more about our vision and values by reading our five-year strategy **First for patients, staff, and the future** here.](#)

Job summary:

To be responsible for the day to day running of the paediatric physiotherapy outpatient service and specified inpatients. Additional ward responsibilities may be delegated by the Professional Lead, Physiotherapy.

Provide highly specialised advanced paediatric assessment, diagnosis and appropriate onward management of patients with orthopaedic and musculoskeletal conditions within the paediatric orthopaedic clinics and Paediatric physiotherapy inpatient and outpatients.

To use advanced clinical skills to manage a highly complex caseload, working collaboratively with the Paediatric orthopaedic consultants and paediatric physiotherapy team. The post holder will be required to work as an autonomous practitioner with the ability to demonstrate advanced clinical skills to aid diagnosis and development of treatment plans in the paediatric orthopaedic clinic and paediatric physiotherapy setting.

To support the Professional Lead, Physiotherapy in providing an effective, co-ordinated and equitable service within the Trust.

For B8a:

To use a high degree of autonomy and complex decision making alongside demonstrating the four pillars of advanced practice; Clinical Practice, Leadership and Management, Education and Research in providing healthcare that enables innovative solutions to enhance experience and improve outcomes within paediatric orthopaedics.

KEY WORKING RELATIONSHIPS:

- Patients and carers
- Multidisciplinary team members, Paediatric Orthopaedic Consultant, Consultant Paediatricians, Paediatric Physiotherapy Team, Therapy Leads
- Colleagues and other professionals within acute, primary and tertiary healthcare including community paediatric teams
- LEA and schools, Voluntary groups and organisations

Job responsibilities:

Key Tasks & Responsibilities:

- To be professionally and legally responsible and accountable for all aspects of your own work including the management of patients in your care. To ensure a high standard of clinical care for the patients under your management and support staff to do likewise.
- To be responsible for the day-to-day management of a clinical team of paediatric physiotherapists. To organise the caseload within time and service constraints, recognising priorities for patients, carers, the department and the Trust. To delegate work appropriately within the team
- To collaborate and contribute to leading the paediatric orthopaedic service working concurrently with the paediatric orthopaedic consultant surgeons. This will include organising and leading complex outpatient clinics such as Normal variant clinics.
- To demonstrate advanced clinical reasoning skills in paediatric orthopaedic and musculoskeletal conditions. This includes advanced assessment skills, provision of diagnosis, treatment and management plans and onward referral to other specialities if necessary. Management plan may include requesting further investigations including radiological imaging (following IR(ME)R training) and blood tests as appropriate.

1. Clinical Duties

- To manage a highly complex caseload requiring the post holder to work as an autonomous practitioner, with the ability to demonstrate highly developed specialist knowledge to aid diagnosis and development of treatment plans in the paediatric orthopaedic clinic and paediatric physiotherapy setting. This caseload may include undifferentiated abnormalities, diseases, and disorders.
- To triage all referrals received by paediatric orthopaedics and paediatric physiotherapy and direct to appropriate clinic.
- To demonstrate clinical effectiveness using outcome measures, evidence-based practice and evaluation through family and carer feedback.
- To demonstrate continual evaluation of the patient and use expertise to recommend adjustments/amendments to treatment plans, in consultation with the patient and members of the multi-professional team.
- To analyse multiple sources of data including; patient history, physical examination and investigation findings when making diagnoses, clinical judgements and evaluating care provided. Presenting this information to speciality/senior medical staff for advice when scope of practice is exceeded.
- To maintain clinical professional development (CPD) by keeping informed of any current trends, which includes attending internal or external courses and incorporating them as necessary into the workplace (reflective evidence-based practise).
- To carry out any other duties as specified by the professional lead or Integrated Therapies Manager

2. Communication

- To maintain accurate and comprehensive patient notes in accordance with professional, Trust and departmental guidelines and standards. To communicate assessment and treatment results to appropriate disciplines verbally and in written reports, whilst abiding by the protocol on confidentiality.

- To communicate effectively with and work collaboratively with all other members of the multidisciplinary team to ensure the delivery of co-ordinated and seamless care.
- To communicate effectively with patients and carers, ensuring understanding of conditions and aim of care. Deal effectively with hostile, antagonistic or emotional situations using advanced negotiation and interpersonal skills.
- To be responsible for accessing confidential information via IT systems and recording patient contact data for statistical analysis and audit purposes.
- To comply with Trust and local policies and procedures. To follow professional and special interest group guidelines.
- To use various trust software to record patient information, create dictation/documentation, attend meetings, and disseminate information with the wider team

3. Planning and Organisational skills

- To be responsible for a highly specialist area of work. To organise the caseload within time and service constraints, recognising priorities for patients, carers, the department, and the Trust, balancing clinical and non-clinical responsibilities
- To work with Trauma and Orthopaedics and Therapy Outpatient Lead to monitor activity, capacity and demand. Reporting on quality and patient experience as required.

4. Governance

- To employ professional judgement to establish a level of consent and to work within Trust and departmental policy to treat patients lacking the capacity to provide consent.
- To observe and adhere to departmental, Trust and professional standards, guidelines, and policies. To support the professional lead in updating and implementing policies. To ensure that all relevant standards, guidelines, and policies are implemented by the paediatric physiotherapy team and other health professionals working with or alongside.
- To be responsible for accessing confidential information via IT systems and recording patient contact data for statistical analysis and audit purposes
- To use audit tools to evaluate aspects of the service to identify opportunities for development.
- To adhere to the Trust procedure on incident reporting

5. Finance and Resources

- To ensure that all equipment that may be provided for patient use or in therapeutic settings meets appropriate levels of safety. To be responsible for identifying the need for new equipment to the team lead and/or professional lead.
- To influence decisions regarding the allocation of financial resources through consultation, service redesign, participation in meetings and audit.

6. Leadership and Management

- To provide clinical leadership to physiotherapists working in paediatric musculoskeletal/orthopaedic physiotherapy and act as a source of clinical expertise, providing

highly specialist support to other clinicians and healthcare professionals both internally and externally to the organisation.

- To provide spontaneous and planned advice, teaching and instruction to colleagues, GP's, and other professionals to ensure a consistent approach to patient care.
- To participate in the staff personal development and appraisal scheme as both appraiser and appraisee being responsible, alongside other senior staff, for the clinical supervision, mentoring, education and assessment of physiotherapists, therapy assistants, graduate level, and work experience students on rotation to the physiotherapy department.
- To actively engage in local and regional networks to support ongoing evaluation and improvement of paediatric physiotherapy and orthopaedic services.
- To promote the role of the physiotherapist in a professional, positive, and approachable way. To represent the Paediatric orthopaedic and paediatric physiotherapy department at meetings, conferences and other situations as delegated by the professional lead.
- To support the professional lead in the recruitment and retention of staff.
- To provide specialist teaching, training and second opinions for both internal and external peers, medical colleagues, and other healthcare professionals regarding the paediatric orthopaedic and physiotherapy management of this group of patients.

7. Research and Development

- To maintain an active CPD portfolio. To be responsible for own continuing professional development, both clinically and managerially. To develop and maintain skills to practice at advanced level, evaluating own work and current practices using evidence-based findings. To ensure full participation of self and team in departmental In-service training programme.
- To develop audit and research projects and participating in up-dating and implementing departmental policies, protocols, and guidelines, in line with national guidance and contemporary evidence
- To utilise quality improvement (QI) methodology to design, implement and evaluate to inform and improve practice.
- To undertake and lead on relevant audit and QI projects. Ensuring any projects carried out align with national and trust priorities within the speciality (GIRFT, National Best practice publications)
- To evaluate the effectiveness of care interventions and disseminates outcomes with any potential changes to clinical practice which improves health outcomes.
- To liaise with MDT, including consultants and other clinical colleagues and management in the development of services, contributes ideas and makes recommendations for service improvements.
- In collaboration with the MDT ensures that clinical practice is patient centred, and research based, in accordance with professional practice, guidelines, and national and local benchmarks.

- To participate in the development and evaluation of protocols and guidelines and procedures using current literature and research.
- To participate in the development of patient information to improve patient care.
- To audit own practice and demonstrates outcome in practice. Promote and disseminate research and audit findings relevant to the service.
- To support the Trust's research and development plans

Person specification

Requirements	Essential	Desirable	Evidence
Education and qualifications	<p>BSC/Pre-Reg MSc/Grad Dip in Physiotherapy</p> <p>Post Graduate education/MSc level training relevant to paediatric orthopaedics (B8a) or willingness to work towards (B7)</p> <p>Specialist education, training, and experience relevant to paediatric orthopaedic, musculoskeletal, and neuromuscular conditions</p> <p>Advanced level of clinical knowledge in paediatric physiotherapy field and management of paediatric presentations for children and young people 0-16 including: MSK, Orthopaedic, age- related variants and counselling for common paediatric Orthopaedic musculoskeletal conditions</p> <p>HPC registration</p> <p>Evidence of CPD</p> <p>Awareness of NHS and Trust systems, policies, procedures, and current changes.</p>	<p>Evidence of leadership training</p> <p>Practice educator training</p> <p>Validated/ relevant clinical courses</p> <p>Membership of CSP or relevant professional body</p> <p>APCP membership</p> <p>Member of local speciality professional groups</p>	<p>Application</p> <p>Interview</p> <p>Portfolio</p>
Experience and knowledge	<p>Extensive post-graduate physiotherapy experience at Band 6 (or above) in an integrated paediatric service.</p> <p>Broad experience at Band 6 (or above) of treating and managing orthopaedic/musculoskeletal conditions in children.</p> <p>Experience of multidisciplinary working.</p> <p>Decision making involving complex facts/situations.</p> <p>Broad post graduate experience across a range of conditions.</p> <p>Experience working within the NHS or equivalent.</p>	<p>Experience of formal and informal teaching to a broad range of clinicians and students.</p> <p>Experience of developing others knowledge and practice across professional and organisational boundaries.</p> <p>Experience of research, audits and service developments</p>	<p>Application</p> <p>CV</p> <p>Interview</p> <p>Portfolio</p>

	<p>Supervisory skills.</p> <p>Working knowledge of critical appraisal, audit, and outcome measures.</p> <p>Good working knowledge of clinical governance including quality, audit, and risk management.</p>	<p>Experience of contributing to business planning and service design.</p> <p>Ability to manage highly complex patients independently.</p> <p>Experience of setting up and delivering a service</p> <p>Experience of managing pathways, assessments and referrals.</p> <p>Development of protocols and guidelines</p> <p>Knowledge of service improvement techniques</p>	
Skills and abilities	<p>Advanced clinical reasoning, observation, assessment, and treatment skills relevant to the assessment of children aged 0-16 years</p> <p>Specialist knowledge and experience of paediatric orthopaedic and musculoskeletal conditions.</p> <p>Competent IT and presentation skills</p> <p>Excellent organisational skills</p> <p>Ability to work independently and self-direct learning to benefit service users</p> <p>Time Management – able to prioritise</p> <p>Ability to communicate at an advanced level and pass on knowledge to others</p> <p>Excellent interpersonal skills and able to deal with challenging situations</p> <p>Ability to cope in a stressful environment.</p> <p>Ability to communicate with children and be able to deal with emotional patients, family members or carers.</p>	<p>High level of understanding about how a team functions and how to facilitate effective working relationships</p> <p>Knowledge and experience of Paediatric neuromuscular conditions</p> <p>Confident public speaker with presentation skills</p> <p>Experience and knowledge of audit</p> <p>Previous experience of running research trials from a physiotherapy perspective</p>	Application Interview

	Able to provide clinical supervision, and leadership to other team members		
Personal qualities	<p>Committed to personal and team development</p> <p>Ability to work within a MDT</p> <p>Self-motivated, ambitious, be driven and forward-thinking</p> <p>Flexibility approach empathy</p> <p>Able to maintain objective judgement under pressure</p> <p>Problem-solving skills</p> <p>Evidence of self-directed learning</p> <p>Maintain a professional manner at all times</p>	<p>Ability to pass on knowledge and skills to others within formal and informal environments</p> <p>Evidence of key role within a team.</p>	<p>Application</p> <p>CV</p> <p>Interview</p>
Other Requirements	<p>Ability to travel to outreach clinics</p> <p>Clear vision for role and commitment to the speciality.</p> <p>Moving and handling patients with/without equipment.</p> <p>To have a flexible approach to working hours/duties</p>	<p>Exposure to delivering distressing news to parents and family/carers</p>	

GENERAL NOTES

CHANGES TO JOB DESCRIPTION

The duties outlined above are subject to changes, after consultation with post holder, which meet the needs of the service as a result of the full implementation of the Trust Plans.

INFORMATION TECHNOLOGY

Staff are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

MAJOR INCIDENTS

The post holder is required to conform to the Trust's Policy, Strategy, Plans and Procedures for Business Continuity Incidents, Critical Incidents and Major Incidents (including for Security and Fire incidents), and is to contribute to the planning for such events. This is to apply to all Trust areas of responsibility, including the Community. Furthermore, the post holder is to attend mandatory training sessions and validation exercises as required.

HEALTH AND SAFETY

West Suffolk NHS Foundation Trust recognises the importance of having happy, healthy staff in order to deliver the outstanding care we are so proud of. The Trust offers a wide range of benefits to help staff maintain and improve their health and wellbeing. The post-holder will be expected to prioritise their own health and to make use of the facilities and services available to them. Every member of staff also has a responsibility to contribute to creating a happy, healthy work environment for others and to look out for colleagues' health and wellbeing.

QUALITY IMPROVEMENT

Continuous quality improvement is a core responsibility for everyone. Every member of staff's work ultimately impacts upon the quality and safety of the care we provide. All staff are expected to participate in continuous quality improvement in their immediate work areas. Training and support is provided.

FREEDOM TO SPEAK UP / TO IMPROVE

It is the pledge of the West Suffolk NHS Foundation Trust to never walk by an opportunity to make things better for staff, patients and relatives. It is the responsibility of all staff to highlight any areas of concern.



CONFIDENTIALITY

In the course of their duties employees will have access to confidential material about patients and members of staff. On no account must information relating to patients/staff/individuals be accessed by **anyone** unless there is a legitimate reason, for example, medical staff in relation to direct patient care, investigation of a complaint. If there is any doubt as to the whether access is legitimate, advice

must be sought from the Information Governance Team. Breach of this policy will be regarded as gross misconduct and could result in disciplinary action.

INFECTION CONTROL

It is the personal responsibility of the post holder to adhere to the Trust policies and procedures outlined in the Infection Control Manual and any other Infection Control policies, procedures and practices which may be required from time to time.

NO SMOKING POLICY

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

EQUALITY, DIVERSITY AND INCLUSION

West Suffolk NHS Foundation Trust aims to ensure that no employee or job applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

This also applies to patients. The Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

DATA QUALITY

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: accurate, legible (if hand written), recorded in a timely manner, up to date and appropriately filed.

FREEDOM OF INFORMATION

As an employee of the Trust, you are required to recognise a request from the public for information in accordance with the Trust's Freedom of Information Policy. All requests must be sent to the Information Governance Team.

INFORMATION ASSET OWNERS (IAO)

All Corporate Managers & Heads of Department are expected;

- To understand how information assets in their departments are used and for what purposes
- How information is created, amended or added to over time
- Who has access to the information and why
- Who the information is shared with and how
- Carry out any risk assessments regarding the safe handling of information
- Ensure that staff are aware of Information Governance policy regarding handling of information

More information is available from the Head of Information Governance.

CODES OF CONDUCT FOR NHS MANAGERS

Managers are required to carry out their duties in a manner which complies with the Codes of Conduct for NHS Managers Directions 2002.

STANDARDS OF BUSINESS CONDUCT & CONFLICT OF INTEREST

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the register of interests either on appointment or when such interests are gained. All employees are required to ensure they understand and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

FRAUD, BRIBERY AND CORRUPTION

The Trust has a zero-tolerance stance towards any acts of Fraud, Bribery and all staff should make themselves fully aware and understand the contents of the Trust's Fraud and Anti Bribery Policies. Any such activities will be subject to disciplinary and/or criminal action by the Trust.

STANDING FINANCIAL INSTRUCTIONS

All staff must comply with the Trust Standing Financial Instructions when committing the Trust to expenditure, including staff related costs.

SUSTAINABILITY

In supporting the Trust's policy on Carbon Reduction it is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.

ACTIVE TRAVEL

The Trust supports the Cycle2Work scheme which helps an employee acquire a bike and safety accessories to the value of £1000, through their employer. An employee could make up to 42% savings on a brand new bike and safety accessories as they will not have to pay any tax on the benefit. There are 246 cycle storage spaces on the West Suffolk site.

See the travel pages on the intranet for further details.

NHS FOUNDATION TRUST

Employees of West Suffolk NHS Foundation Trust automatically become staff members of the Foundation Trust, unless they choose to opt out. On leaving the Trust, individuals automatically transfer to public membership, subject to their remaining in the catchment area, unless they request not to do so.

POLICIES AND PROCEDURES

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which the Trust may amend from time to time.

COMMUNITY STAFF

This also includes the policies and procedures that were in place for the community staff before they transferred into West Suffolk NHS Foundation Trust.

REVIEW & MONITORING

This policy and procedure will be reviewed and monitored annually by the Executive Director of Workforce and Communication in consultation with Trust Council

WEST SUFFOLK NHS FOUNDATION TRUST
TERMS AND CONDITIONS OF EMPLOYMENT

Band 7 Salary Scale:

Entry Level	£43,742 pa
Increment 1	£43,742 pa
Increment 2	£45,996 pa
Increment 3	£45,996 pa
Increment 4	£45,996 pa
Increment 5	£50,056 pa
Increment 6	£50,056 pa
Increment 7	£50,056 pa
Increment 8	£50,056 pa

Pro rata for part time

Until such time as local pay determination policies have been agreed by the Trust and implemented, the Trust will, in determining the salary, take due account of the pay rates for this post, in NHS employment and any changes to those rates which the Secretary of State for Health may authorise from time to time.

New entrants will normally enter the salary scale at the minimum of the scale.

HOURS OF DUTY:

See job advert

ANNUAL LEAVE:

202.5 hours per annum plus public holidays (This is the annual leave entitlement for **full time employees who are working 37.5 hours per week, with minimum NHS Service** and will be pro rata for part time employees)

PENSION SCHEME:	All staff are eligible to join the NHS Pension Scheme. Under the scheme, contributions are deducted at source from salary. Deductions will automatically be made for eligible employees unless they opt formally to withdraw from the scheme. In order to opt out, employees should contact the Pensions Administrator at NHS Shared Business Services on 0844 931 2005.
PERIOD OF NOTICE:	Three months
TERMS AND CONDITIONS OF SERVICE:	All terms and conditions of service are laid down by the West Suffolk NHS Foundation Trust, details of which can be seen in the HR Department.
PROTECTION OF CHILDREN AND VULNERABLE ADULTS:	The Trust is committed to carefully screen all successful applicants who will work with children or vulnerable adults via the Disclosure and Barring Service (DBS police check). These applicants will be informed during the interview process of the screening procedure.
RETIREMENT POLICY:	<p>The Trust does not operate a compulsory retirement age for its employees and is committed to equal opportunities for all employees.</p> <p>The Trust operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing. Employees should inform their Line Manager in writing of their intention to retire, giving contractual notice in accordance with their contract of employment.</p> <p>Written notification should be given even if the employee intends to return to employment with the Trust after accessing their pension.</p> <p>Employees should consider their pension provision and take independent financial advice before making any decision in relation to their retirement. Employees need to give the NHS Pensions Agency a minimum of five months notice of their intention to retire and access their pension.</p>

LEASE CAR INFORMATION:

The Trust operates a Lease Car policy, dependent on department facility, for those staff required to travel on Trust business in excess of 3,500 miles per year. If your department offers a 'business only' car, this can be provided at no cost and alongside managers discretion, or you can select a vehicle of your choice if you wish to have private use, and the appropriate charge will be made. Mileage will be paid at the Agenda for Change standard rate whilst waiting for delivery of your vehicle and, if you choose not to have a Lease Car, your business miles will be reimbursed at the rate of 24 pence per mile.

SOCIAL AND GENERAL:

The West Suffolk Hospital has two shops on site. Reasonably priced meals and snacks are available in the staff restaurant, and Courtyard Café. The hospital is sited in landscaped grounds and adjoins Hardwick Heath.

There is a swimming pool available to all staff at a subsidised rate, at the Moreton Hall Health Club. For further details, please refer to the Intranet.

The Trust has partnered with Abbeycroft Leisure to fund all staff free access to Abbeycroft Leisure centre activities; including Abbeycroft@home (live online and on demand group exercise classes) group exercise classes, gym and swim sessions, courts and pitches.

Abbeycroft@home offers live classes streamed every day, whilst the on-demand library of sessions are available to watch whenever you want. Classes include Zumba, clubbercise, Les Mills and much more.

CHILDCARE:

The Trust has an on-site Nursery, 'Busy Bees', accepting children from three months to five years. Enquiries can be made to the Manager by email to westsuffolk@busybees.com.

April 2023

Human Resources and Communications Directorate

WEST SUFFOLK NHS FOUNDATION TRUST
TERMS AND CONDITIONS OF EMPLOYMENT

Band 8a Salary Scale:

Entry Level	£50,952 pa
Increment 1	£50,952 pa
Increment 2	£50,952 pa
Increment 3	£50,952 pa
Increment 4	£50,952 pa
Increment 5	£57,349 pa

Pro rata for part time

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April 2023

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