

MAIN CONDITIONS OF SERVICE

This sheet has been prepared to provide a summary of the current main conditions of service.

The information listed does not constitute all aspects of the terms and conditions of employment. If further information is required applicants are asked to contact their line manager.

Salary

The Salary for the post will be within a set Band (pro rata for part time staff) (see advert). New starters to the NHS will commence on the bottom of the pay scale. Salaries are reviewed on 1 April each year. Staff are paid monthly by credit transfer direct into a bank or building society account.

Hours of Work

The standard hours of all full time NHS staff covered by Agenda for Change are 37.5 hours per week, excluding meal breaks. The hours of work for this post can be found on the advert.

Annual Leave

Entitlement to annual leave for full-time staff commences at 27 days per year, rising to 29 days after 5 years' service and 33 days after 10 years' service. In addition there are 8 Bank/Public holidays. Part-time staff have a proportionate entitlement to annual leave and bank holidays. The annual leave year runs from April to March and appointees beginning work part-way through a leave year will receive an entitlement proportionate to full completed calendar months of service in that year.

NHS Pension Scheme

Membership of the NHS Pension Scheme is optional and open to all members of staff. Contributions are made both by the employer and the employee. A guidance booklet is available on appointment.

Notice

The appointment is terminable by the following amounts of notice:

Band 1	4 week
Band 2-5	4 weeks
Bands 6-7	8 weeks
Band 8, Medical Consultants and Directors	12 weeks

Medical Clearance

Any appointment offered will be subject to satisfactory completion of a medical questionnaire and if appropriate clinical assessment.

Disclosure and Barring Service

Where appropriate, any offer of appointment will be subject to a satisfactory Disclosure from the Disclosure and Barring Service (DBS) confirming that the applicant has no cautions, convictions or pending proceedings which would compromise the appointment. The Trust's Appointment of Staff Policy which incorporates the Recruitment of Ex-Offenders Policy is accessible via the website: www.rdash.nhs.uk. The DBS Code of Practice is accessible at www.dbs.gov.uk.