

A GUIDE TO COMMENCING EMPLOYMENT WITH THE BELFAST HEALTH AND SOCIAL CARE TRUST

February 2012

This guide is intended to answer some important questions regarding the commencement of your employment with the Belfast Health and Social Care Trust.

MEDICAL HR DEPARTMENT

Contact Details

The Medical HR Department is part of the Corporate HR Group and is located on the 4th Floor of McKinney House, Musgrave Park Hospital. Please telephone

- HR Administrator – Mr Stephen Porter (9063 6142)
- HR Administrator – Miss Sinead Ward (9063 6143)
- HR Assistant – Mr Kevin Kennedy (9063 6141)
- HR Assistant – Miss Hollie Rice (9063 6148)

Within Medical HR we handle a significant volume of telephone calls and we would appeal to you to be patient when trying to reach the Department via telephone.

Roles and Responsibilities

The Medical HR Department is responsible for the co-ordination of the Junior Doctor's rotation, and ultimately for ensuring that you are entered onto the Trust's payroll system by close-down in February. Entry onto payroll is completed with the support of our HR colleagues from Employee Relations and staff from Salaries and Wages Department.

NB: However it is ***your responsibility*** to ensure that all of your essential personal documentation is returned to us by the deadline agreed to enable this to happen, that is, Friday 13th January 2012. If you do not adhere to this deadline you will not be paid in August, or issued with a staff number on commencement. You will receive your first salary at the end of September.

**It is in your interests to return all essential personal documentation no
later than Friday 13th January 2012.**

POST GRADUATE EDUCATION DEPARTMENT

The Post Graduate Education Department have a number of essential requirements which must be completed in advance of the commencement of your employment. Details are contained within the downloadable ***Junior Doctors Induction Booklet*** and "***Certificate of Completion of Mandatory Training Modules***". Please follow the instructions provided on these documents and return your completed certificate to Medical HR.

In addition, **Trust Induction sessions** for all new doctors will take place as follows:

1. Royal Victoria Hospital

Date: Wednesday 1st February 2012
Time: 8.30 am – 11.00 am approx.
Venue: Upper lecture Theatre, Education Centre, RVH
Contact: Ms Ann Buchanan (028 90633547)

2. Belfast City Hospital

Date: Wednesday 1st February 2012
Time: 8.30 a.m. – 11.00 am approx.
Venue: The Larkin Room, Postgraduate Education Centre, BCH
Contact: Ms Ann Buchanan (028 90633547)

3. Mater Hospital

Date: Wednesday 1st February 2012
Time: 8.30 am – 11.30 am
Venue: The Boardroom, 1st Floor, Dorrian Building, Mater Hospital
Contact: Ms Ann Buchanan, (028 90633547)

4. Musgrave Park Hospital

5.

Date: Wednesday 1 February 2012
Time: 8.45 am – 12 noon
Venue: The Mitre Seminar Room, Musgrave Park Hospital
Contact: Ms Ann Buchanan, (028 90633547)

6. North & West Belfast sites

Your Induction will take place at the Belfast City Hospital as detailed above.

7. South and East Belfast sites

Your Induction will take place at the Belfast City Hospital as detailed above.

Please ensure that you attend Induction at the site relevant to you. Full induction programmes are available from Ann Buchanan of the Postgraduate Education Centre.

CONTACT WITH THE SALARIES & WAGES DEPARTMENT

The Belfast HSC Trust's Salaries & Wages Department is based at 16 College Street in Belfast city centre.

Salaries & Wages staff should be able to assist you with some queries regarding your salary, tax / national insurance deductions and superannuation contributions, however where appropriate they may have to refer your query to the appropriate authority for further resolved advice.

To assist you when communicating with the Salaries and Wages Department you should always quote your **full staff number** and not just the last 5 digits. Staff numbers can be found on the front of your payslip and are composed of 3 distinct sets of numbers.

The 3 sets of numbers include a 3 digit "Facility" code which denotes the location at which you work, a 2 digit "block" which indicates that you are Medical / Dental staff, and finally a 5 digit number which is unique to you.

Salaries & Wages staff are listed below alongside the Facility and Block codes for which they are responsible.

<u>Facility Code</u>	<u>Block Code</u>	<u>Salaries Officer & Contact Number</u>
102	42	Attracta Fay – 9063 6063
256	42	David McKenna – 9063 6680
400	42	Rossa Keegan – 9063 6059
456	42	Jerry McGlinchey – 9063 6939
458	42	Jerry McGlinchey – 9063 6939
459	42	Dolores Fegan – 9063 6935
460	42	Paul Straney – 9063 6943
461	42	Pat Tracey – 9063 6940
464	42	Marian Curry – 9063 6944
465	42	Marian Curry – 9063 6944
470	42	Arlene Elliott – 9063 6053
471	42	Mary Dunn – 9063 6941
474	42	Christine Armstrong – 9063 6049
495 – 501	42	Jang Onang – 9063 6689
551	42	Carol Douglas – 9063 6055
552	42	Carol Douglas – 9063 6055
553	42	Paul Higgins – 9063 6057

571
401

42
42

Martin Marley – 9063 6052
Moyra Goodfellow - 90636681

IMPORTANT ADVICE FROM SALARIES & WAGES DEPARTMENT

When completing your new start forms please consider carefully the following advice:

Salaries staff have reported problems arising from inaccuracies on new start forms. In particular they wish to highlight the following concerns:

- If you do not have a P45 you must complete a P46. You must ensure that you complete the correct section relevant to your circumstances on commencing employment with the Belfast HSC Trust, i.e., Part A, B **or** C. Failure to complete this accurately will lead to problems with tax deductions and you may be over-taxed.
- Bank Account numbers have 8 digits. If you are unsure about your Bank Account Number please contact your bank for verification.

THE ISSUE OF STAFF NUMBERS

Staff numbers can only be issued electronically at the point of entry onto the Trust's payroll system. Once staff numbers have been electronically generated a list detailing names and staff numbers will be compiled by Medical HR. This list will then be forwarded to the Medical Administration staff within each Directorate. To gain your staff number you are asked to contact your Directorate's Medical Administration staff, and not Medical HR.

In order to ensure that your staff number is available on commencement you are reminded that you need to return all necessary signing on forms to Medical HR no later than Friday 13th January 2012.

If you are unable to meet this deadline there will be a delay in issuing your staff number on commencement of employment. This will have consequences for you if you are trying to organise a car-parking pass, or if you are taking up residence in Trust accommodation.

THE ISSUE OF STAFF ID BADGES

Each site operates a similar policy for the issue of ID badges and information is provided below advising of arrangements at each site. However, it is important to liaise with the Administrative staff within your own Department as it is possible that your Department may have block booked appointments on behalf of their new doctors.

Royal Group of Hospitals

Some Departments have block booked appointments so please liaise with your Department as soon as possible to find out on which day you are to attend.

Badges are issued by the Patient, Client and Support Services (PCSS) Department which is located on the Lower Ground Floor of Bostock House, telephone 9063 4242.

Belfast City Hospital

A facility has been set up in the BCH Committee Room (Administration Floor) for the issue of ID Badges. This will be open from Wednesday 1st February until Thursday 2nd February from 10 am - 4 pm.

It may be possible to receive your Car-parking pass at this time, **but only if you have been issued with your staff number**. Please refer to the earlier paragraph regarding the issue of staff numbers

The Mater Hospital / North & West Belfast / Muckamore Abbey Hospital Sites

To authorise the issue of ID badges you are required to complete an Access Request Form (available from your Induction pack).

Photographs for ID Badges will be taken between 8.15am and 9.00am on Wednesday 1st February 2012, in the Boardroom of the Dorrian Building. Passes will be ready for collection the following day and you will be advised of collection arrangements at that time.

If you are unable to attend during this slot please contact rachael.martin@belfasttrust.hscni.net and she will try to accommodate an alternative arrangement.

Green Park and South & East Belfast sites

ID Badges are issued via appointment only. Please telephone (028) 90903102 or 90903103 to make an appointment to attend the PCCS office which is based at Room 106, 1st Floor McKinney House, Musgrave Park Hospital. Staff must complete an ID Request Form. This form can be requested from Karen Rowley, karen.rowley@belfasttrust.hscni.net, telephone 028 90 903102 or June Lavery, june.lavery@belfasttrust.hscni.net, telephone 028 90 903103. You must ensure that this form is signed by an authorised manager.

THE ISSUE OF CAR PARKING PASSES

Car-parking passes are required for the Royal Group of Hospitals, Belfast City Hospital and Mater Hospital sites.

It is essential that you have your staff number in order to obtain a car parking pass.

In order to facilitate the issue of your staff number please ensure that your new start documentation is returned to Medical HR no later than Friday 13th January 2012. If you are unable to meet this deadline we cannot guarantee that your staff number will be available on commencement.

The Royal Group of Hospitals

Staff car-parking at the Royal Group of Hospitals site is managed under two different arrangements.

Via the Trust's Estates Department

This staff car-park is located beside the Sterile Services Unit, close to the Broadway Road entrance. Currently there is a waiting list however car-parking spaces may also be available at the Broadway Towers complex. For further information on the availability of Trust managed car-parking services, or if you wish to apply for a permit, please contact Stephen Whelan, Estates Department, Musgrave Park Hospital via e-mail stephen.whelan@belfasttrust.hscni.net

Via Car Park Services

Car-parking passes are issued from the Control Room of Car Park Services Ltd (CPS), located at the main visitors' car park of the Royal Hospitals site. You are required to complete an application (available from the Control Room) and pay a deposit of £10.00, which is refundable. Passes are issued immediately, providing your application is completed in full, but please take into consideration processing time during this busy time of the year. For further information on the availability of car-parking through CPS Ltd please telephone Car Park Services Ltd on (028) 9063 4607.

Belfast City Hospital

Car-parking passes **may** be issued at the same time as your ID Badge **but only** if you have your staff number. Sessions are normally arranged for PCSS staff to be available daily for this purpose. Please refer to this site at a later stage in January 2012 for further information.

It is in your interests to try and attend to both issues during this one visit but if you are unable to obtain your car-parking pass at this time please make alternative arrangements by contacting (028) 90263955 ext 2104.

Please note that if you park your car in one of the visitors' car parks you will have to pay the visitors rate!

The Mater Hospital

You will be required to complete a Car Parking Authorisation Form (available from your Induction Pack).

Car-parking passes **may** be issued at the same time as your ID Badge **but only** if you have your staff number. You will be required to pay a deposit of £20.00 which is refundable when the pass is returned.

If you are unable to attend at this time please contact rachael.martin@belfasttrust.hscni.net and she will try to accommodate an alternative arrangement.

ACCESS TO BELFAST HSC TRUST E-MAIL AND IT SYSTEMS

New Belfast Trust e-mail accounts and access to site or specialty specific IT systems will be co-ordinated by the Medical Administration teams within each Directorate.

Further details regarding access to Trust IT systems is detailed within the Belfast HSC Trust Junior Doctors Induction Booklet.

ACCOMMODATION

Limited single accommodation is available to Foundation Year 1 doctors only. This accommodation is provided on the Broadway Residential Site adjacent to the Royal Group of Hospitals and it consists of self contained bedsit apartments.

Because of demand accommodation is allocated on a 'first come, first served basis.'

To request residential accommodation contact Mrs. Mary Maguire, Accommodation Officer, at (028) 9063 2962 or (028) 9063 4027. Mrs. Maguire is based on the Ground Floor, Bostock House, the Royal Hospitals.

When arranging accommodation you will need to produce proof of your employment with the Belfast Health and Social Care Trust such as a letter of authorisation from your Service Manager. A photographic form of ID such as a driving licence or passport must be also produced. Before keys can be issued you will be required to pay a deposit of one month's rent in addition to a key deposit of £25. This must be paid on the day you take up residency.

At the end of your tenancy, on return of the keys and pass card, deposits will be returned following satisfactory inspection of the premises.

Your staff number is essential when setting up your tenancy agreement as accommodation charges will be deducted directly from your salary.

Please remember to ensure that your new start forms are returned no later than **Friday 13th January 2012** so that your staff number may be issued on commencement of employment.

Charges

Accommodation charges apply. The current rental charge is approximately £257.21 per month. Please contact Mrs Mary Maguire as detailed above for further information if required.

Residential Car Parking

Residential car-parking is available on the Broadway Residential site. The charge for residential car-parking is approximately £142 per annum. Again, please contact Mrs Mary Maguire if further information is required.

PRE EMPLOYMENT CHECKS

You are reminded that you cannot take up employment with the Belfast HSC Trust if you have not completed the necessary pre employment/governance checks.

Pre employment checks include Access NI, a Pre Employment Health Assessment, confirmation of immigration status, and confirmation of GMC/GDC Registration.

The Access NI check and the pre employment health assessment are arranged by NIMDTA when you enter the training programme; however please contact Medical HR immediately if you are concerned about whether you have been cleared to take up post.

REMOVAL/RE-LOCATION AND EXCESS MILEAGE EXPENSES

Doctors in training may be eligible, if certain conditions are met, to claim excess mileage expenses or re-location/removal expenses.

In order to determine eligibility you must meet the following key tests:

1. Must meet the definition of being on a rotation, i.e. must have more than one consecutive posting.
2. Must indicate a base hospital - this may be the first post on the current rotation or you may elect to nominate a second or subsequent post on this rotation if your home is more convenient.
3. Must be required to move house but choose not to.

The “required to move house test” is determined by considering what would be a reasonable distance one would be expected to travel daily to work. It is agreed that 40 miles per journey is considered a reasonable distance.

If a doctor meets the above key tests but decides not to move house, he/she may to be entitled to claim excess mileage expenses. If a doctor meets the above key tests and moves home, he/she *may* be entitled to claim relocation/removal expenses.

If you believe that you may be eligible to claim either excess mileage or re-location/removal expenses you are required to contact Medical HR before making a claim, for further information regarding these terms and conditions of employment.

DOCTORS NEW TO NORTHERN IRELAND

The Working with Diversity website is a useful resource for staff, and their families, who are new to Northern Ireland. The site provides practical advice and contact information for representative organisations and a wide range of services within Northern Ireland.

Please access via www.workingwithdiversity.org and click on Destination NI from the drop down menu.

THE ROLE OF BHSCT'S EQUALITY AND IMPROVING WORKING LIVES TEAM

Equal Opportunities Monitoring

The Belfast Health and Social Care Trust is committed to equality of opportunity for all staff and job applicants and as such we monitor our activities to ensure that our Equal Opportunities Policy is effectively implemented.

To assist the Trust in the monitoring of our activities you are asked to complete and return the downloadable Equal Opportunities Monitoring form. The personal information that you enter on this form is strictly confidential and access will be strictly controlled.

You are therefore required to return the form in a sealed envelope directly to the Employment Equality Team, Human Resources, 4th Floor McKinney House, Musgrave Park Hospital.

Please enter your National Insurance number on this form, but **do not** include your name or address.

Improving Working Lives

The BHSCT Improving Working Lives Team is involved in a number of programmes to improve the working lives of our staff and create a well managed, flexible working environment that supports staff and promotes their welfare and development. These initiatives include:

Childcare e-Voucher Scheme: introduced in conjunction with Employers for Childcare Vouchers Ltd. This scheme enables you to sacrifice part of your salary for childcare vouchers. These vouchers may save you money through Tax and National Insurance exemptions. If you would like further information, or advice on how to join the scheme please contact danielle.melville@belfasttrust.hscni.net. Alternatively you may wish to contact Employers for Childcare Vouchers Ltd directly at (028) 9267 8200 or via email info@employersforchildcare.org

Cycle-to-Work Scheme: introduced in conjunction with various bicycle retailers throughout the Greater Belfast Area. This scheme allows any member of staff to sacrifice part of their salary in return for a bicycle and safety equipment such as cycle helmets, lights, locks and chains. The Trust purchases the bicycle and accessories selected by the employee, reclaiming the VAT on the purchase. Over a 6 – 12 month period (depending on the duration of your contract), the Trust hires the bicycle to you via a salary sacrifice arrangement. At the end of the hire period the Trust can either retain ownership or sell the bicycle and accessories to you for a nominal amount.

If you would like further information please contact Sinead Reilly from Transport Services on (028) 90263919, or via email sinead.reilly@belfasttrust.hscni.net