

«Names» «Surname»
«Postal_Address_Line_1»
«Postal_Address_Line_2»
«Postal_Address_Line_3»
«Postal_Address_Postcode»

DATE

Dear Dr «Surname»

Offer of appointment

1. (a) I am instructed by the <<Name of Employing Organisation>> to make a conditional offer of an appointment as a <<Grade>> in the department of <<Specialty>> based at the <<Name of site>> commencing <<Start Date>> and terminating on <<End date>>. Your primary place of work will be <<Name of site>>. However, during the course of your duties, you may be required to spend part of your time at other sites where <<Name of Employing Organisation>> carries out activity, or, in some cases, to provide “out of hours” cover for other organisations. Such occasions will be identified in your job description or your rota, and specific details can be obtained from your department.
- (b) The date of the start of your period of continuous employment is 2 April, 2007. The continuity of your service in the Specialist Registrar grade is protected upon moving between Trust employers by the Employment Rights Act 1996.
- (c) This offer is made subject to your obtaining and retaining registration with the General Medical Council and the successful completion of all six pre-employment checks as set out on <http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Employment-Check-Standards/Pages/Employment-Check-Standards.aspx> and on the trust website at www.employingorganisation.nhs.uk/jobs/pre-employment-checks (Professional Registration and Qualification, Verification of Identity, Right to Work, Health Clearance, Criminal Record, Employment History and References). If you are not a resident worker, this offer is also subject to your being able to obtain and retain a work permit for the duration of the contract. If you are being appointed as a flexible trainee, this offer is subject to the receipt of a completed and appropriately authorised flexible trainee approval form. Failure to provide any or all of the above may lead to the offer of employment being withdrawn or terminated.
- (d) Because of the duties of the post, your appointment is subject to <<Name of Employing Organisation>> receiving a satisfactory check of your background from the Criminal Records Bureau, and this requirement will be part of your contract of employment. If <<Name of Employing Organisation>> receives a relevant unsatisfactory check it will be necessary to terminate your contract immediately.
- (e) Due to ongoing changes in the requirement, provision and allocation of services within <<Name of Employing Organisation>>, consultant association may change in the course of your contract. For details of your provisional educational and clinical supervisors, please contact the Postgraduate Centre on postgraduatecentre@employingorganisation.nhs.uk.

Applicable collective agreement

2. Your appointment will be subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales) as amended from time to time. A copy is available here: www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/terms-and-conditions-of-employment

Duties

3. (a) Your hours and duties are as defined in your job description for your placement, which may differ from any previous placements you have had in the Trust, or any placements which you may obtain in the future. A provisional job description for your post can be found here: www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/jobdescriptions. You will be available for the duty hours set out in your job description, which in total will not exceed the duty hours set out for your working pattern in paragraph 20 of the Terms and Conditions of Service. The job description and work pattern remain provisional, and may be subject to change prior to commencement or during the period covered by the offer as service and training needs change.

(b) Your working pattern is described in your provisional job description, with controls on hours as defined in the Terms and Conditions of Service paragraph 20. The provisional work pattern can be found here: www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/jobdescriptions/specialty/workpattern. Specific details can be obtained from your department, contact details can be found in your job description. Time worked in excess of your rostered hours without prior authorisation is expected to be taken as time off in lieu.

(c) You will receive a base salary as detailed in Table 1, Appendix 1 of the Terms and Conditions of Service, and on the latest pay circular, which can be found here: www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/terms-and-conditions-of-employment/paycirculars.

(d) A non pensionable supplement at payband <<banding>> will be payable in accordance with paragraph 22 of the Terms and Conditions of Service (This offer only covers this post / placement and the terms and conditions pertaining to this post / placement. Should you obtain any other placements with <<name of employing organisation>> in the future, such placements would be subject to the terms and conditions in force at the time of offer and acceptance of those placements).

(e) Academic Clinical Fellow appointments may involve a period away from <<name of employing organisation>> on research. During such periods, there is no expectation that the appointee should remain involved with the out of hours work of the department, and therefore no banding supplement will be paid during these periods, unless by agreement with <<name of employing organisation>>.

(f) Banding supplements may be altered (in accordance with the relevant paragraphs on the attached terms and conditions document) in the light of changes in working patterns in order to make posts compliant with the New Deal and the Working Time Directive Regulations. If the payband changes, you will be issued with a letter of variation (in accordance with the Terms and Conditions of Service). Pay protection will apply in accordance with paragraph 21 of the Terms and Conditions of Service.

Pay

4. (a) Your base salary will be in the range of <<salary scale>> per year in accordance with the current national agreed salary scale and / or <<name of employing organisation>> agreed scale for your grade, as appropriate. (These rates are subject to amendment from time to time by national agreement.)
- (b) Your incremental date will be confirmed based on previous experience in line with nationally agreed terms and conditions of employment. If you have any previous service that may count for incremental credit, you will be paid in accordance with the information provided by you on production of your last payslip from your most recent NHS employer, together with a signed declaration of previous service form, until verification of previous service is received. You will be notified of the revised details as soon as available and your salary adjusted accordingly. Should the information you provide be incorrect, you will agree to make any repayment that is required.
- (c) You will receive, in addition to your base salary as set out in Paragraph 3(d) above, a pay supplement based at Pay Band <<banding>> which will be payable monthly. (These rates may be amended from time to time by national agreement). The banding attached to the post has been assessed in accordance with the national terms and conditions of service.
- (d) In addition, you will be paid the following allowances:
- <<Insert allowances as appropriate>>
- (e) Your salary will be paid direct to your bank account, on the <<Specific information>> day of the month.
- (f) For information on sick pay allowances, please see the National Terms and Conditions of Employment.
- (g) A deduction from your salary may be made should you choose to take up one of the benefits on offer.

Pension

5. (a) You will be entitled to become a member of a NHS Pension Scheme subject to its terms and rules, which may be amended from time to time. Details of the NHS scheme are given in the scheme guide, which is enclosed.
- (b) You are contracted out of the State Second Pension Scheme.¹⁴
- (c) Pay supplements over and above base salary are non-pensionable.
For staff contracted to work 40 or more hours of duty per week
- (d) Your pensionable pay for contributions purposes must be based on your actual whole-time basic pay (1.0) only.
*For staff contracted to work less than 40 hours of duty per week:*⁷Your pensionable pay for contributions purposes will be the appropriate proportion of actual whole-time basic pay (1.0). However, your contributions must also be paid on any additional hours of duty you work between your contracted hours and a maximum of 40 hours per week.
- (e) Your employer must make arrangements to track and record these additional hours for pension purposes.
- (f) For further information, please go to
www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/terms-and-conditions-of-employment/pension.

Leave

- 6 (a) Entitlement to Annual Leave and Statutory Days is in accordance with the National Terms and Conditions of Service.
- (b) Full details of annual leave, study leave and sick leave allowances and the conditions governing those allowances are set out in the local procedures, which can be found here: www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/terms-and-conditions-of-employment/leave.
- (c) For some appointments, leave may be built into the rota of duties; please see your job description and work pattern to identify if this applies to you. Where leave is not fixed, requests to take leave must be made in line with the trust procedure.
- (d) Where your job description has taken account as necessary for you to provide cover for annual or study leave of colleagues, in accordance with this paragraph in the Terms and Conditions of Service, then you are expected to comply with this.
- (e) For information on the reporting of and recording of sickness absence, please see: www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/terms-and-conditions-of-employment/sickness-absence. Sickness absence is also managed via the policy for <<name of policy or procedure>> which is available here: www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/terms-and-conditions-of-employment/sickness-absence/policy

Other information

- 7 (a) For information about expenses payable and local policies governing these, please go to: www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/terms-and-conditions-of-employment/expenses
- (b) For information on childcare and other staff benefits, including restrictions on these, please see: www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/terms-and-conditions-of-employment/benefits
- (c) Should you choose to take up one of the benefits on offer, deductions from your salary may be made in line with the information provided above.
- (d) For information on local policies and procedures, including Health and Safety (including known risks), Disciplinary Procedures, Grievance Procedures, Flexible Training, please see: www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/terms-and-conditions-of-employment/policies.
- (e) Your notice period is defined in the National Terms and Conditions of Service. For more information, see also www.employingorganisation.nhs.uk/jobs/medicaljobs/trainingposts/terms-and-conditions-of-employment/notice-periods.
- (f) Your appointment does not require you to reside in <<name of employing organisation>>. If you work an on-call rota, it is your responsibility to ensure that when on call you will be available by telephone and able to reach your hospital in time to meet your clinical commitments.
- (g) <<Name of employing organisation>> does / does not provide accommodation. For information on available accommodation, please go to: www.employingorganisation.nhs.uk/staff-accommodation.
- (h) You will be required to attend induction when you start work. Your induction will take place on <<induction date>> at <<induction time> in <<induction venue>>. For more information, please contact postgraduatecentre@employingorganisation.nhs.uk.

(i) Further information with regard to terms and conditions of employment with <<name of employing organisation>> can be found in the attached Schedule 1, which forms part of your offer of employment. A signed acceptance of this offer also indicates acceptance of those terms included in Schedule 1.

Acceptance

8 If you agree to accept the appointment on the terms specified above, and those stated in the appended document, please sign the form of acceptance just below and return it to me. A second signed copy of this is attached, which you should also sign, and retain for your future reference.

Yours sincerely

Signature

Name
Medical Staffing

On behalf of <<Name of Employing Organisation>>

PLEASE DO NOT DETACH

I hereby confirm my acceptance of the offer of appointment mentioned in the foregoing letter and the appended statement of terms and subject to the conditions referred to in both documents. This offer, and acceptance of it, shall together constitute a contract between the parties.

Signature:..... Date:.....

<<Name of Appointee>>