



SCOTTISH EXECUTIVE

Health Department
Workforce Directorate

Dear Colleague

DEVELOPMENT OF PROFESSIONAL ROLES AND ACCELERATED CAREER PROGRESSION

Summary

1. The purpose of this circular is to provide background information and explanation on the implementation of Annex T of the Agenda for Change Terms and Conditions Handbook across Scotland.
2. This policy has been agreed in partnership by the Scottish Terms and Conditions Committee.
3. The agreed policy and procedure is set out at Appendix A.

Yours sincerely

ALEX KILLICK
Associate Director for Workforce
Employment and Retention

11 January 2007

Addresses

For action

Chairs, NHS Boards and Special
Health Boards
Chief Executives, NHS Boards and
Special Health Boards
Directors of Human Resources, NHS
Boards and Special Health Boards

For information

Members, Scottish Terms and
Conditions Committee
Members, Scottish Partnership Forum
Members, Scottish Workforce and
Governance Group
Members, Scottish Pay Reference and
Implementation Group

Enquiries to:

Colin Cowie
Workforce Directorate: Pay and
Pensions Unit
Ground Floor Rear
St Andrew's House
EDINBURGH EH1 3DG

Tel: 0131-244 3778
Fax: 0131-244 2837



Appendix A

**GUIDANCE ON THE APPLICATION OF ANNEX T OF THE
AGENDA FOR CHANGE TERMS AND CONDITIONS**

1. AUTHORITY

1.1 This technical guidance note is written in accordance with the conditions laid down in Annex T in the Agenda for Change Terms and Conditions Handbook. For clarification Annex T states:

- 1 *The NHS Job Evaluation Scheme recognises that all health care professionals who have, as a base level, graduate qualification evaluate at a similar level. Whilst there may be differences these are unlikely to be sufficient to justify a different pay band. This means that it is very likely that they will be placed on pay Band 5. Thereafter most professionals will spend a period of several years in pay Band 5 developing their role.*
- 2 *It is the case thereafter that for a minority of staff there is some divergence as different professions follow different career pathways. There are also often different organisational structures in place to deliver health care.*
- 3 *There are groups of staff (such as midwives) who tend to move quickly to operate in roles that demand a level of autonomous decision making in the overall delivery of care that exceeds that normally associated with jobs allocated to pay Band 5. Typically these roles operate without the influence of other professional groups. Where supervision operates, it is generally management supervision and does not normally impinge upon clinical practice. In such circumstances job size should be reviewed no earlier than one-year and no later than two years from the date of qualification, using the NHS Job Evaluation Scheme. If the evaluation demonstrates that the post holder's job weight is of sufficient size to move to the next pay band (pay band 6) this should be effected without the need for application for a post at a higher level. It is not expected that the review will be widespread practice as the majority of staff will work in circumstances in which there is regular clinical supervision and the delivery of care and treatment is subject to control or influence from other health care professionals. There is no facility for this provision to operate in any other part of the pay structure.*

2. POSTS WHICH MAY BE INCLUDED

2.1 The posts which may be covered by these agreements are posts which have been appropriately graded at Band 6, but organisations have chosen to appoint newly qualified Health Care Professionals on Band 5 in recognition that they require development and supervision before they can function at Band 6.

2.2 The posts which may be included must comply with the following:

- The profession must be degree-qualified and be state registered;
- Newly qualified entrants are appointed to Band 5 as new starts in the NHS;
- Skills to perform the Band 6 level must be developed within 12 months and 24 months after starting employment in Band 5;
- The employee on moving to Band 6 must be able to work autonomously with limited supervision of their clinical work.

3. TYPES OF POSTS

3.1 **Midwifery** - The guidance is quite clear that it will apply to newly qualified midwives, who will be appointed on the basis that after they complete a period of preceptorship they will be working autonomously and be able to function at a Band 6 level. There is an expectation that this preceptorship will normally be for 12 months.

3.2 **Other Staff** – Further guidance from the NHS Executive of the UK Staff Council states that this provision is not restricted to midwives. It applies to all staff groups meeting the criteria in paragraph 3 of the Annex. Therefore, Annex T will apply in circumstances where newly qualified Health Care Professionals are appointed and organisations have chosen to appoint on Band 5 in recognition that they require development and supervision before they can function at Band 6.

4. PROCESS FOR MOVING TO BAND 6

4.1 All organisations need to ensure that there are processes and procedures in place to “sign-off” the fact that an individual employee is able to work autonomously. These processes and procedures must meet the standards established by clinical governance arrangements within local health board areas.

4.2 The competence which the newly appointed postholder must achieve before they transfer to Band 6 must be clearly identified at the commencement of employment as part of the induction process for the individual. This will then be incorporated into structured KSF outlines, KSF reviews and the Personal Development Plans for the individual.

4.3 The process must clearly timetable and detail the competencies which require to be achieved to allow the postholder to operate at the higher Band, and the skills that the postholder will need to acquire in order to work autonomously.

4.4 The KSF outline for the newly qualified graduate must reflect the range of development that would be expected within 12-24 months of qualifying.

4.5 Fulfilling the KSF outline at Band 5 will provide evidence to the review panel of the individual’s ability to undertake additional responsibilities and greater autonomy sufficient to meet the full job requirements of the higher-level post.

4.6 The review process will be undertaken in accordance with the KSF guidance by the employees supervisor.

4.7 At the meeting they will consider the employee's progress in accordance with the KSF outline and Personal Development Plan.

4.8 If the employee can successfully demonstrate they have attained all the knowledge and skills required to be able to undertake the foundation Band 6 duties they will be deemed competent to practice at the level required of new starts in Band 6.

4.9 Employees should also be advised at this stage what the additional duties and accountability will be at Band 6.

4.10 The employee should normally be able to fulfil the conditions in 4.4 within 12 to 24 months of appointment. Local organisations will establish the timeline within their local arrangement but it should not exceed 24 months.

4.11 If no review process takes place within the agreed timescale, organisations must implement this as soon as practical and the effective date of acceleration would be backdated to 24 months following commencement of appointment. An employee should not be disadvantaged if a manager fails to conduct a review meeting timeously.

4.12 If there are any issues of performance or capability these will be dealt with in accordance with agreed Human Resources policies and procedures on such matters.

5. EFFECTIVE DATE OF APPLICATION WILL BE 1 OCTOBER 2004

5.1 Any member of staff in posts covered by Para 2 above and who has been in post for 24 months or more at the point of assimilation to Band 5 may appeal the decision of the matching panel using the appropriate machinery or request an immediate review against a Band 6 job description.

6. TRANSITION ARRANGEMENTS

6.1 Existing linked grade agreement.

Where there are current linked grade agreements in place based on Whitley grades, these must continue to apply until the date of the postholder's assimilation, when section 5 above will be implemented based on matching outcomes.