**PAY AND ARRANGMENTS FOR MEDICAL STAFF - COVID 19**

**Introduction**

**It is acknowledged that the following arrangements are subject to any future instructions from the Scottish Government Health Department (SGHD). Tripartite discussions are ongoing between Employers, SGHD and BMA and we will honour any changes as a result of this.**

In light of the increased requirement to provide flexibility and additionality, the undernoted Pay arrangements have been agreed for career and training grade staff, and the circumstances in which these would be used. There is also the introduction of 2 new forms to be used to capture interim changes to Programmed Activities and/or to claim ad-hoc additional duty hours worked by Career grade staff.

It is acknowledged that for the career grade staff who are job planned, the requirement to work flexibly and provide a professional response to Covid 19, will mean interim changes to job plans and is accepted that the content and number of programmed DCC activities and the requirement for some SPA activities is likely to change.

Additional hours worked will be deemed to have been worked when the total number of agreed PA’s/APA/EPA’s, including any revised PA’s/APA/EPA’s, or rostered duties have been exceeded.

The health, wellbeing and safety of our workforce is priority, and we ask that staff monitor their own hours of work, and ensure they at all times they are fit for work both in respect of total hours or work and attainment of adequate rest.

All forms referred to can be obtained via HR Connect - <https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-nhsggc-staff/for-acute-medical-dental-staff/pay-arrangements-for-medical-staff/>

**ARRANGEMENTS**

**Additional Hours (EPA - Consultants or APA - SAS Grades) Requiring an Interim Change**

As working arrangements are discussed and agreed within departments, interim job plan reviews and/or the issue of EPA/APA contracts will not be required.  The new Notification of Interim Change to Programmed Activity form should be used to confirm where the total number of regular PA’s/APA’s/EPA’s requires to be changed as a result of the current COVID19 response.  Link to COVID Interim EPA form - <https://www.nhsggc.org.uk/media/261255/covid-senior-medical-staff-interim-epa-form-17062020-final.docx>. This form should be signed by both parties and sent to General Manager to action via eESS and coded to “COVID 19” to allow financial reporting as required.

To ensure no detriment where the changes are the result of a switch from on-call working to a full shift basis or impact on the frequency of on-call, there will be no removal/reduction to current Out of Hours Availability supplements and payment will be at the applicable rates for where the extra hours occur. Any enhancement of hours for working in Premium-time should be factored into the calculation when determining the number of additional PAs to be paid. These additional PAs will be paid within the Terms and Conditions at the applicable rate of Pay.

In the present pandemic, it has been agreed that resident on-call rates for Career grade staff will not be payable for those agreeing to move to a full shift pattern overnight and undertaking Consultant level work, but they will still apply for ad-hoc Resident on-call out of hours work (as outlined below).

**Ad-hoc Additional shifts (Consultants and SAS Grades)**

For Clinicians working ad-hoc additional shifts over and above their agreed Job Plan and contracted PAs the Additional Ad-hoc hours form should be used to confirm the total number of hours and when the hours were undertaken. The rate applicable will be the doctor’s own hourly rate including premium time if appropriate.

The new Additional Ad-hoc hours Claim Form for Career Grade Staff should be used – <https://www.nhsggc.org.uk/media/261254/covid-senior-medical-staff-additional-ad-hoc-form-17062020-final.docx>

**Time off in Lieu**

At this time we are not endorsing TOIL as an alternative to payment as this will undoubtedly cause issues to Services in the future, however if Clinicians do not wish to be paid for additional Ad-hoc hours they should discuss with Management the option of receiving time off in lieu. (TOIL).

TOIL would be based on the number of additional hours worked. If the additional hours are worked in premium time 3 hours worked will attract 4 hours TOIL (1.33). These hours should be recorded and claimed using the new Additional Ad-hoc hours Claim Form for Career Grade Staff. TOIL should be used as soon as possible to meet the needs of the service.

**Resident On-call**

In exceptional circumstances where Career grade staff require to work on a Junior Rota to cover gaps out of hours they will be paid 3 x the hourly rate appropriate to point 20 of the seniority scale set out in appendix 3 of the Consultant Terms and Conditions of Service. Where this is undertaken by a SAS grade clinician, they will be paid at a rate of 3x their own hourly rate.

A Chief of Medicine or General Manager (or deputy appointed with authority under a scheme of delegation) will authorise Resident On-call in advance and the payment of the rate noted above. The Chief of Medicine or General Manager will require to be fully satisfied for the reasons for Career Grade Resident On-call and that there is no safe alternative cost-effective arrangement available.

Remuneration applies only to the duration of the on-call period. The payments will not be superannuable, and will be in addition to any remuneration that the Clinician would otherwise receive for being on duty.

**Doctors and Dentists in Training & Clinical Fellows**

 All additional hours worked should be claimed and paid via the Medical Staffing Bank.

The rates below will be updated to incorporate any increase to Payscales for 2020 as soon as we have this information.



