

Supporting Information Job Pack



Supporting Information for Candidates applying for jobs at Leeds Teaching Hospitals NHS Trust

Leeds Teaching Hospitals is one of the biggest NHS trusts in the country, offering a range of both general and specialist hospital services, with excellent clinical outcomes for patients. We have an international reputation for excellence in specialist care, research and academic training.

"We will ensure the Leeds Teaching Hospitals NHS Trust is a locally, nationally and internationally renowned centre of excellence for patient care, education and research. We will deliver this vision by ensuring we attract the best possible staff and invest in their development."

The Trust will do this by delivering safe, effective and personal healthcare for every patient, every time by doing this 'The Leeds way' (Recruitment, Induction, Appraisal and Recognition).

Our Goals are:

- To be the hospital of choice for patients and staff;
- To be a consistently high performing influential healthcare provider;
- To achieve the best possible clinical outcomes for every patient, every time;
- To achieve academic excellence and expand the boundaries of healthcare

‘Welcome to the Leeds Way’ - Our Values

Patient-centred

This means:

- Consistently delivering high quality, safe care
- Organising ourselves around the patient and their carers and focus on meeting their individual needs
- Acting with compassion, sensitivity and kindness towards patients, carers and relatives

Collaborative

This means:

- Recognising we are all one team with a common purpose
- Including all relevant patients and staff in our discussions and decisions
- Working in partnership with patient, their families and other providers they will feel in control of their health and care needs

Fair

This means:

- Treating patients how we would wish to be treated
- Striving to maintain the respect and dignity of each patient, being particularly attentive to the needs of vulnerable groups
- Being fair to one another as colleagues

Accountable

This means:

- Acting with integrity and always be true to our word
- Being honest with patients, colleagues and our communities at all times
- Disclosing results and accept responsibility for our actions

Empowered

This means:

- Supporting colleagues and patients to make decisions
- Expecting colleagues to help build and maintain staff satisfaction and morale - more can be achieved when people are happy and proud to come to work
- Celebrating staff who innovate and who go the extra mile for their patients and their colleagues



Dear Candidate

Welcome to the Leeds Teaching Hospitals NHS Trust and thank you for taking the time to apply for a post within the organisation. We are pursuing an exciting and challenging agenda and want to attract the right people to help us meet our objectives.

In applying for a post with the Trust you are applying to join the largest Trust in the UK and the largest teaching hospital in Europe. We provide high quality acute hospital services for the population of Leeds and the surrounding area and act as a regional centre for a number of specialist services such as cancer and cardiac surgery. In total we employ over 14,000 staff across a number of sites, treating around a million patients a year with a budget of approximately £920 million.

We work hard to secure our vision of ensuring that the Trust is a locally, nationally and internationally renowned centre of excellence for patient care, education and research. We firmly believe that this is best achieved through recruiting the most capable staff and investing in them to ensure that they continue to be the best staff. As such we devote time to providing training and development opportunities and offer a range of benefits to support you as you provide a high quality service.

We are committed to being a patient focussed organisation where excellent customer care is an absolute must. We believe that providing clarity around roles and responsibilities, placing an emphasis on accountability and cultivating a strong performance management culture will enable us to further develop this ethos.

We are striving to create an atmosphere of continuous quality improvement that will provide staff with a sense of pride, respect for themselves, their colleagues and their customers and create a happier and more productive working environment. If you want to form part of the team and feel that you can contribute to the success of the Leeds Teaching Hospitals NHS Trust then we look forward to hearing from you.

Thank you for your interest and good luck with your application.

A handwritten signature in black ink that reads "Julian".

Julian Hartley
Chief Executive

Leeds



Our Trust is amongst the very biggest in the UK and includes two of the largest teaching hospitals in Europe, St James's University Hospital and Leeds General Infirmary. We provide high quality acute hospital services for the population of Leeds and the surrounding area and act as a regional centre for a number of specialist services such as cancer and cardiac surgery.

Overview

As the one of the largest employers in the country we offer a broad selection of jobs and opportunities. We employ a wide range of staff from Administrators, Ward Housekeepers and Porters to various Nursing, Medical and Scientific roles.

We have a number of sites across the City:

- ❖ St James' is one of the largest hospitals of its kind in Europe, offering an extensive range of clinical services. *It is a regional and national centre in treating some more complex conditions.*
- ❖ Situated on the West side of the city centre, Leeds General Infirmary (LGI) also offers an extensive range of local and regional services, including cardiac surgery and neurosurgery.
- ❖ Chapel Allerton Orthopaedic Centre opened in the hospital in 2005 and is Leeds' specialist centre for the diagnosis, management and treatment of adult patients with upper and lower limb complaints.

- ❖ Wharfedale Hospitals the most modern in the Trust's estate officially opened in 2005 by HRH The Princess Royal. The hospital is currently at the heart of the Trust's drive to increase the number of minor operations carried out in day surgery.
- ❖ Seacroft Hospital houses a wide range of NHS facilities used by people from across Leeds.
- ❖ The Leeds Dental Institute is jointly funded by the Leeds Teaching Hospitals NHS Trust and Leeds University. Each year it produces hundreds of newly qualified dentists and other dental professionals

NHS JOBS

Vacancies are advertised on NHS Jobs (see www.jobs.nhs.uk)

You can view and apply for current vacancies with Leeds Teaching Hospitals online through NHS Jobs. It is important that you take time to fill in your application form carefully, reading all the questions and providing all necessary information.

NHS Jobs has a range of capabilities that makes it easy to apply for a post. You are encouraged to spend some time navigating the site to get the best out of it. It is possible to copy and paste applications on NHS Jobs, but check to make sure that you have changed relevant information within the Supporting Statement. Whilst these types of tips may seem obvious a number of candidates have made these mistakes.

NHS Employment Checks Standards

The Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. This is reflected in the way that new staff are recruited.

The NHS Employment Check Standards outline the mandatory checks employers must carry out in the appointment, and on-going employment, of all individuals in the NHS.

The six areas below make up the NHS Employment Check Standards:

1. Identity
2. Right to work
3. Professional Registration and qualification checks
4. Employment history and reference checks
5. Criminal record & barring checks
6. Work Health Assessment

This means as a minimum we are required to do the following:

- Take up references covering at least three years of previous employment and/or training (five years)
- Checking all employment gaps

- Obtain where applicable an enhanced Disclosure & Barring Service Check (DBS - Criminal Record check)
- Verify all essential qualifications
- And any other checks applicable to the job.

Pre-Employment Screening

Following the interview you will be verbally offered a post which is conditional subject to satisfactory completion of the core NHS Employment Checks Standards, including safeguarding children and vulnerable adults.

If you are successful at interview you will be required to attend a pre-employment meeting with one of the Trusts recruitment teams where you asked to present a number of identity documents in line with the NHS Employment Checks Standard. At this meeting you will also be invited to complete some payroll documents and forms so that you are ready for work on day one. This meeting normally take approximately 45 minutes and is undertaken at the St James's Hospital Site.

For further information in relation to this please contact the Recruitment Service on 0113 2065980.

DBS (Disclosure & Barring Service - Criminal Records Check)

LTHT now undertakes electronic DBS checks for all. Our experience of using this method has been very positive but its success is dependent on candidates bringing all necessary documentation when requested. Candidates will be asked to complete the online e-DBS process at pre-employment appointment.

If you are successful in being offered a position which involves working with patients, you will be required to undertake a Disclosure and Barring Service (DBS). You will also be required to participate in the DBS Update Service which will allow you to keep your DBS certificate up to date online and allows employers to check your certificate on-line. The Trust will administer this application on your behalf and the cost will be recovered from your salary. The repayment of this will be spread over 3 months. The level of check required is dependent upon the position that you have applied for.

Please note that you will also be required to participate in the update service which costs £13 per annum and this is a condition of your employment which will need to be renewed each year.

References

A minimum of two references must be provided if you apply externally and these need to be from a manager. An e mail address must be supplied for each referee as this is how we obtain references. One of your references must also be provided from the last employer and overall references should cover the last 3 years.

Email Communication

Please ensure your application is submitted with a valid email address for your referees in order to minimise delays in the recruitment process. Short-listed applicants will be contacted by email; therefore applicants are advised to check their email accounts regularly.

How to Apply

The quickest and easiest way is to apply for a job with the Trust is online. You can search and access details of all our current vacancies.

Please ensure you complete and return your application before **5:00 pm** on the closing date, as applications received after this deadline will not be accepted.

Completing the application form

Before completing the application form please read the advert very carefully taking note of any additional instructions that may be written.

Please read the application form, job description and employee specification carefully, so you understand what the position involves.

- Please read the additional links and guidance notes carefully. The advice is designed to help you complete the application form as thoroughly as possible.
- You will only be shortlisted if you meet the essential requirements of the employee specification. The decision to shortlist you for interview will be solely based on the information you provide in the application form.
- Please make sure that you address all areas of the employee specification and gear your application to the specific job you are applying for.
- Check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified.
- Disabled applicants - We encourage everyone to apply for jobs at the Trust and will consider all applications, regardless of your circumstances.
- If you have a disability which could prevent you from carrying out any aspects of a post, we still encourage you to apply as it may be possible to change the duties of the post. Please tell us about any duties that you think you may not be able to do because of your disability on the 'for disabled candidates' section at the end of your application form.
- Disabled applicants who meet the essential criteria of a vacant post are guaranteed an interview. Please let us know if we need to make any arrangements for you to come to an interview in the 'for disabled candidates' section.

Appointment to any position is conditional on the satisfactory completion of the core NHS Employment Checks Standards, including safeguarding children and vulnerable adults.

Information disclosed in your application will be checked and any offer of appointment may be withdrawn if you knowingly withhold information or provide false or misleading information.

Furthermore, your employment may be terminated should any information subsequently come to light which should have been disclosed in the course of your recruitment.

We are committed to equal opportunities and welcome applications from all sections of the community, regardless of any protected characteristics. Reasonable adjustments will be made for disabled applicants where required. If you require any reasonable adjustments please contact the recruiting manager immediately.

Please note this vacancy may close before the advertised closing date (without further notice) if sufficient suitable applications are received.

All staff new to the NHS will normally be appointed to the minimum of the pay band.

Interview process

If you are successful at the short listing stage you will *normally* be given at least 5 working days' notice of a job interview. Unfortunately due to the number of applications we receive we are not able to let you know you if you haven't been shortlisted for interview.

Assessment of Skills & Tests

LTHT is committed to introducing skills tests (band appropriate) for all candidates who have been successfully short listed. These help to confirm the minimum standard required in the job description. Whilst final tests have still to be agreed, assessments will be in the areas of numeracy, literacy and behavioural competence.

Criminal convictions

When you apply for a job with us, the Rehabilitation of Offenders Act 1974 means that you must tell us about any criminal convictions you may have which are not 'spent'. If you don't tell us you may be dismissed from your job if you are appointed. Prison sentences of more than 2 ½ years can never become 'spent'. It is the sentence imposed by the court that counts (even if it is a suspended sentence) and not the time actually spent in prison.

For some jobs you must declare all criminal convictions or cautions, regardless of whether or not these are spent. The job information will tell you if the job comes into this category.

Safeguarding

Leeds Teaching Hospitals is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. This is reflected in the way that new staff are recruited.

Jobs that require staff members to have contact with or access to information for children and vulnerable adults will require us to follow a robust safer recruitment process.

Equality & Diversity

The Trust values the increasing diversity of its workforce, Employment decisions on recruitment, transfer, reward and selection for training are based solely on the individual's abilities, needs and wants, and every employee has the right to work in an environment which is free from any form of discrimination, harassment and victimisation.

We recognise the importance of having a workforce that reflects the people of Leeds. We believe it is important as it recognises and values diversity and can help us to deliver services that reflect the needs of everyone in our city.

We actively encourage and promote individual development with a view to all our staff being able to develop their career through all levels of the Trust without discrimination.

We take equality and diversity into account, in a positive way, at every stage of our work. We make sure that we follow equality principles in the way that we recruit and treat our staff, deliver our services, consult the people of Leeds and work with other organisations.

Agenda for Change

Agenda for Change applies in full to all staff across the UK who are employed directly by NHS organisations, except very senior managers and medical staff.

NHS Employers is responsible for representing employers' views in national negotiations on Agenda for Change and also provide on-going support and advice to employers who are responsible for supporting staff.

The full details on Agenda for Change are available in the [NHS terms and conditions of service handbook](#). If you are a member of staff and have a query on Agenda for Change, please contact your Manager or local trade union representative.

DAY 1 - In-house Employee Benefits

Leeds Teaching Hospitals (LTHT) NHS Trust offers a wide range of benefits and services to those working for it. We also offer a range of opportunities and activities to promote your health and well-being. The LTHT benefits are summarised in this document.

Please note there may be waiting lists for some of these employee benefits. Your Day 1 rights mean we must inform you of these aspects. However, any waiting list arrangements will apply.

Pensions

When you start work for the Trust you will automatically join the NHS Pension Scheme and deductions are made from your basic salary.

Staff Discount Benefits

Discount schemes and preferential arrangements for staff exist with a variety of companies.

Training and development

We are committed to making sure all staff receive the right training and development to help deliver excellent services to the people of Leeds. Our aim is to develop an empowered, motivated and effective workforce.

Holiday

You will be entitled to generous holiday entitlements. The amount of annual leave you get depends on your service and includes 8 public holidays.

Flexible working and job share arrangements

The Trust currently has a number of policies and approaches to help staff combine work and home commitments through working in a flexible way, examples of alternatives which are considered include flexi-time, job share, annual hours working and variable working hours.

Maternity/paternity support

We offer very generous maternity benefits in comparison to many employers. New fathers can also benefit from 2 weeks paid leave.

Canteen Facilities

There are a range of canteen facilities on the various sites comprising the Leeds Teaching Hospitals NHS Trust. You are able to use these facilities; in some a discount will be provided on the production of your LTHT identify badge.

Park Facilities & Travel

Car Parking Permit - the Trust operates a car parking permit scheme. Without a car parking permit you must park in one of the public parks on or close to the site. In order to access a parking permit to allow you to park on site you must apply by completing an application form and sending this to the Car Parking team. The allocation of parking permits is subject to demand and there is always a waiting list. If a permit is issued payment will be by invoice issued to you.

A Metro Card Scheme is also in operation which offers staff discounted rates on regular use of local public transport.

The Trust promotes further incentive schemes to encourage staff to reduce dependence on the use of private vehicles for example cycle storage facilities are available on most hospital sites

Childcare

For further details about the childcare services and benefits outlined please contact the Employee Care Services team on 0113 2066327.

Nurseries

The Trust has 3 nurseries with 120 places in total. These cater for children from 3 months to 5 years. All are registered with Ofsted and have an accredited Quality Assurance Scheme with the National Day Nurseries Association. There is a waiting list for places. Agency staff using the Trust's staff nurseries will be invoiced for any costs.

Childcare Searches

The Employee Care Services team can search external childcare providers including child-minders, nurseries, school holiday play schemes and out of school clubs. They can check prices and availability of places that are local to you, even if you don't live in Leeds.

Classes

The following classes are offered by the Employee Care Services team:

- For child and parent/guardian - Baby Massage, Baby Yoga and SMART Toddler Yoga
- For parents on Maternity, Paternity or Adoption Leave - staying in Touch

My Trust Benefits scheme

You can register and access opportunities to save money on hundreds of well-known brands from day to day items to financial products.

Occupational Health

Occupational Health is concerned with the interaction of health and work recognising that work can affect health and vice versa. You can self-refer to the service for nursing and medical consultations, access to internal and external counselling, fast track to physiotherapy, skin assessments, immunisations including the annual influenza vaccination, workplace visits, health surveillance, needle stick injury support.

Staff have the option to make regular contributions to a Healthcare benefits scheme, The Leeds Hospital Fund, which entitles members to a range of healthcare discounts.

Health & Well Being

A range of Health & Well Being initiatives are available with commercial offers for various types of Health & Well Being activities and support e.g. on-site smoking cessation advice.

The Trust will also highlight health and well-being initiatives and events via the intranet as they arise. Please check for these as they arise.

Fitness

Gym Membership - the Trust runs two gyms, one at each of the main sites. Both gyms are fully equipped with high tech cardiovascular and resistance equipment, private changing rooms and shower facilities.

The Health and Fitness team organise a range of fitness classes and activities – you don't have to be a member of the gym to participate.

Leeds Citizen Advice Bureau

Bureau staff will be in the Trust on a Tuesday morning at SJUH. You can book an appointment to discuss issues, for example, money worries, benefit or tax credit advice, problems at work or home, housing problems etc. To book an appointment ring 2064060.

Training & Education

At the Trust we have a goal to be a specialist provider and centre of excellence for research, education and innovation.

We offer a range of education learning and development to support individuals to be effective in their role and provide access to opportunities for staff to progress in their careers. These include accredited courses such as apprenticeships programme, personal development including learning bursts, and a programme for management and leadership developments.

Chaplaincy Service

The Chaplaincy Service seeks to:

- ensure those inpatients requiring religious, pastoral and spiritual care receive appropriate attention.
- assist staff sensitivity in these aspects of care at induction and through other forms of in-service training.
- be available to staff who may have ethical or other concerns arising from their work.

Trust Chaplains serve all hospitals and are based at St James's and LGI.

LTHT Staff Libraries

The aim of this service is to help Trust staff gain access to the information and resources necessary to enable them to support patient care effectively and to contribute to their professional and personal development.

Many of the electronic resources are available from a computer anywhere within the Trust. Other resources and services are provided by the NHS Staff Libraries based at LGI, St James's and Wharfedale.

On-Site Facilities

Banking facilities are available on the main sites, there are a number of shops located throughout the Trust, and Staff dining facilities are also available on each site.

Living and Working in Leeds

Recognised as the regional capital of Yorkshire and the Humber, Leeds is the city for culture, heritage and modern living. Leeds is a large city and home to more than 750,000 people with a further 100,000 coming to work within the city centre each day. Leeds has become a cosmopolitan city attracting thousands of visitors and tourists to its bustling lifestyle.

As the major employment centre of the region, the city is rapidly growing and is expected to provide 45% of employment growth within the next 10 years.

Not only this, Leeds has received a string of accolades including Britain's Best City for Business (OMIS Research). With all this achievement and variety, it is no wonder why Leeds is the commercial and cultural capital of the North.

Getting around

- Buses provide a cheap and efficient method of transport and a very reasonably priced student Metro card is available.
- Cycling is possible and encouraged with the introduction of cycle lanes and the 2014 Tour de France starting from Leeds.
- London is 190 miles away, and trains take 2 hours and 20 minutes. Leeds-Bradford International Airport is 8 miles north of the city.

Sporting Attractions

- Leeds United plays at Elland Road and two international sporting venues, Yorkshire County Cricket Club and Leeds Rugby League Club, are both located in Headingley.
- There are 160 tennis courts in the city's parks as well as pitches for rugby, football, cricket and hockey.

- The Yorkshire Dales, North Yorks Moors and the Vale of York are within easy reach of Leeds.

Culture and nightlife

- Music lovers are well provided for with chamber music, jazz, classical and rock at live venues across the city
- The gas-lit Hyde Park Picture House offers a unique cinema experience. The City Art Gallery houses the Henry Moore Centre for the Study of Sculpture.
- The Abbey House Museum, the Royal Armouries, and Leeds City Museum are just three of Leeds' museums. There is a dazzling array of clubs.
- The recently developed Waterfront is now a dining quarter and restaurants, cafés and bars also surround the Millennium Square.

Shopping

- Excellent shopping facilities exist in the Corn Exchange, Granary Wharf, the Trinity Shopping Complex and the Victoria Quarter with Harvey Nicholls. Many designer shops and major retail outlets thrive in the heart of the city centre.