

Annex D: Arrangements for staff working in 'virtually integrated' services

West Yorkshire Association of Acute Trusts



An Agreement between
Airedale NHS Foundation Trust
and
Bradford Teaching Hospitals NHS Foundation Trust
and
Calderdale & Huddersfield NHS Foundation Trust
and
Harrogate & District NHS Foundation Trust
and
The Leeds Teaching Hospitals NHS Trust
and
The Mid Yorkshire Hospitals NHS Trust

as the West Yorkshire Association of Acute Trusts (WYAAT) on the working arrangements for staff working in ‘virtually integrated’ Services across WYAAT.

Context

Increased service pressures and changes to the way health and social care services are commissioned and delivered across the WYAAT footprint requires an increasingly flexible and adaptable approach across the healthcare workforce and between employing organisations. A number of services are required to work as ‘virtually integrated’ services. In response to this challenge the WYAAT organisations hereby agree to support staff in working flexibly across the organisations.

The organisations recognise their responsibilities as regulated healthcare providers and as such will ensure their members of staff are competent and cleared to work in NHS organisations. This will include any checks required in relation to professional registration, employment checks (meeting the current NHS Employers standards), training and vetting and barring. Staff from the six WYAAT Trusts will not be required to hold an honorary contract to work in one of the other WYAAT Trusts.

Principles

The following principles will be applied across the organisations:

- The overarching Information Sharing Agreement between the trusts will form the basis for any information sharing between staff working across the trusts. Clinical information should be treated as confidential and shared on a need to know basis in line with Information Governance requirements.

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- Clinical liability (including any subsequent claim) and responsibility for the actions of any member of staff will lie with the employing organisation.
- It will be the responsibility of the employing organisation to ensure that all staff have the required qualifications, up to date professional registration (where required), statutory and mandatory training and DBS checks. Staff will be responsible for their own individual practice and must work within their scope of competence, experience and professional code of conduct (as applicable).
- It will be the responsibility of the employing organisation to ensure that immigration restrictions are complied with, in particular that any assignment working for another Trust is short term and temporary, is materially the same as their contracted post, know at all times where the employee is working and is informed immediately if the member of staff has any unauthorised absence at the receiving Trust.
- The WYAAT Trusts recognise the transferability of statutory and mandatory training and as such staff will only be required to undertake, and maintain, the statutory and mandatory training requirements of their employing organisation. In addition they may be required to update themselves on local Trust procedures for such areas as fire and safety; infection prevention etc.
- It will be the responsibility of the employing organisation to investigate any concerns in accordance with their policies and procedures, supported by staff and/or information provided by the other organisation as appropriate. Staff may be withdrawn or have restrictions placed on how they work across the service where the concerns are sufficiently serious in nature with each case being considered individually. Individual members of staff will be responsible for their own health and wellbeing and should not work excessive hours by working between trusts. Any concerns re workload, hours of work must be raised and discussed in 1;1s with line managers and at appraisals.

Any additional hours worked will be paid by the employing organisation and recharged as necessary

This is a set of principles designed to support staff and managers to best meet the needs of patients by working in a more flexible way.

It is not exhaustive and individual services should document any operational issues specific to their service such as reporting arrangements, rostering, mileage claims etc.

Signed on behalf of Airedale NHS Foundation Trust

Director of Human Resources and Workforce

Date

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Signed on behalf of Bradford Teaching Hospitals NHS Foundation Trust

Director of Human Resources

Date

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Signed on behalf of Calderdale & Huddersfield NHS Foundation Trust

Director of Workforce and Organisational Development

Date

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Signed on behalf of Harrogate & District NHS Foundation Trust

Director of Workforce and Organisational Development

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Signed on behalf of The Leeds Teaching Hospitals NHS Trust

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