



Be part of our team...

Better Care: Healthier Communities

Your guide to working for Birmingham Community Healthcare NHS Trust



Email: recruitment@bhamcommunity.nhs.uk

Tel: 0121 466 7430

www.bhamcommunity.nhs.uk/working-for-us

Birmingham Community Healthcare



NHS Foundation Trust

About the Trust

Birmingham Community Healthcare NHS Trust (BCHC) has more than 5000 staff working across Birmingham and the West Midlands in a wide range of community nursing and specialist healthcare roles. BCHC delivers over 100 clinical services, in people's homes, health centres, clinics and inpatient facilities. We deliver a wide range of services for children, young people, parents and families as well as adults and community services, two community hospitals, HM Prison service, services for people with learning disabilities, the internationally recognised West Midlands Rehabilitation Centre and one of Europe's leading Dental Hospitals and School of Dentistry.

The 2014 Care Quality Commission (CQC) inspection found BCHC to be well led, effective, responsive, caring and safe, rating the Trust as 'good' overall. Employees were praised for their caring and compassionate nature.

If you want to 'Be Part of Our Team' and work with a Trust which is continuously striving for better care and healthier communities, we want to hear from you.

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Overview of Services

BCHC provides five main groups of services including Adults and Community, Children and Families, Dental Hospital and School of Dentistry, Community Dental, Learning Disabilities, and Rehabilitation.

Services for Adults

The Trust offers a wide variety of services for adults and has seven inpatient sites throughout Birmingham including Moseley Hall Hospital, West Heath Hospital, Sheldon Unit (Northfield), CU27 at Good Hope Hospital, Ann Marie Howes (Sheldon), Norman Power Centre (Ladywood) and Perry Tree Centre (Kingstanding).

Services within the inpatients units include a Community Medical Assessment Unit, Sub Acute Medical and Rehabilitation Wards (including Trauma and Orthopaedic, Stroke and Neurological rehabilitation), Dementia wards, End of Life/Palliative Care wards and Intermediate Care Services. Some of the adult community based services include:

Chronic Kidney Disease (CKD)	Community Stroke Service
Complex Care Services	Chronic Obstructive Pulmonary Disease (COPD)
Continence Services	Cardiac Services
Dementia Support	Diabetes Service
District Nursing	Falls and Fracture Prevention Service
Lymphoedema Service	Neurological Rehabilitation Physiotherapy
MSK Physiotherapy	Nutrition Services
Occupational Therapy	Orthopaedic Triage Service
Pain Management	Parkinson's Specialist Nursing Service
Podiatry Services	Prison Health Services
Sickle Cell and Thalassaemia Service	Single Point of Access
Speech and Language Therapy	Stop Smoking Services
Tissue Viability Service	Vascular Services

Services for Children, Young People and Families

Birmingham Community Healthcare is committed to making sure every child in the city - and their parents or carers - is provided with the personalised care and support he or she needs to get the very best start in life.

A wide range of accessible and responsive universal and specialist services are provided for children, young people and families in homes, schools and clinics across Birmingham.

As part of our universal services, every child is supported from pre-birth to five years old by our health visiting teams.

Our nurses in mainstream and specialist schools then provide continuing health check, immunisations and support. For children with additional developmental needs, specialist support is provided in families' homes and in child development centres across the city.



Learning Disabilities Services

The learning disability service provide healthcare for people aged 19 and over with learning disabilities living in the community.

The service aims to provide high quality care through multidisciplinary working and close collaboration with other agencies.

The learning disability service works across Birmingham, in which 23,800 people (2.3 per cent of the 1.1 million population) have a learning disability.



Specialist Rehabilitation Services

Specialist rehabilitation services are mainly provided at two sites - West Midlands Rehabilitation Centre and Moseley Hall Hospital.

A wide range of services are provided for people living in all parts of the West Midlands to assist them in managing disabilities.

The comprehensive range of services is for people with physical, cognitive, emotional and social disabilities.

All services are provided by teams of clinical professionals and support staff who aim to provide personalised, integrated services that best meet the needs of individual patients and their carers.



Birmingham Dental Hospital, School of Dentistry and Community Dental Services

Birmingham Dental Hospital, home to the University of Birmingham's School of Dentistry, is one of only 10 dental hospitals in England. A new £50 million hospital, opening Spring 2016, is the first to be built in the country in 40 years. Service provision, education and research form key components, with consultant-led dental specialties providing treatment for around 115,000 attendances each year, together with undergraduate and postgraduate training for dental students, dental nurses, dental hygienists and therapists.

The Trust also offers a wide range of community dental services across the West Midlands including a Community Orthodontic Service, Community Paediatric Service and Community Special Care Dentistry.



Our Values

Accessibility

We will provide a range of services that reach out into the community and meet individual need where everyone counts; celebrating diversity and valuing difference.

Responsive

We will listen and work with our service users and partners to meet needs and improve health and wellbeing. We will encourage innovation and excellence, celebrating success and learn from experiences.

Quality

We will provide safe, effective personalised care to the highest standard, providing information to support service users and their carers to make informed choices.

Caring

We will deliver our services with respect, compassion and understanding where people are valued and we will act in their best interest.

Ethical

Promoting a culture of dignity and respect we will make morally sound, fair and honest decisions and be openly accountable. We will commit to investing wisely whilst being socially and environmentally responsible.

Commitment

Through our actions and commitment we will strive to make a positive difference to people's lives. We will value our staff, the commitment and contributions they make.

Working for the Trust

BCHC looks to recruit individuals who embody our values and share a true desire to put service users at the heart of everything they do. Before you apply for a vacancy with the Trust, you need to ensure that you are committed to our vision and values and that you are able to demonstrate them throughout the recruitment process.

In return, we offer innovative learning and development opportunities - which help you to develop within an environment that is both challenging and supportive. We provide access to a wide range of development opportunities to reflect the needs of our organisation, including clinical and professional development, vocational qualifications and leadership and management development. For newly qualified clinical staff, we have a preceptorship programme that is specifically designed to help you develop the skills that you will need in your first year.

Trust temporary staffing solutions

The Trust has an in-house service for providing temporary administrative or clerical, therapy and nursing staff to cover short-term requirements across all our services.

The Trust Bank provides an excellent opportunity for students, school-leavers and other workers needing high levels of flexibility. Whether you are looking to start a career in the NHS, further your experience or make a difference - we can help. We will always take a personal interest in you, to find out your particular skills, interests and experience so we are able to place you in a job that will maximise your skills.

The assignments that we offer vary in length and can help you to gain experience in a wide variety of areas from community hospitals and community-based teams. It offers flexible working - whether you are already working in the NHS, looking to return to work after a break or would like to work part-time, becoming a bank staff member has its advantages. These include:

- Flexible working
- Weekly pay
- Free flu vaccines
- Relevant equipment to fulfil Bank role
- Access to training
- Free Occupational Health and Physiotherapy Services (Bank only)

If you are available and looking for temporary work or if you would like to find out more information about any short-term work we may have on offer, then please contact us:

E: bank.recruitment@bhamcommunity.nhs.uk

T: 0121 466 7410

Be Part of Our Team...

Every day more than 5,000 of us come to work for the Trust and we are always looking for motivated new people to come and join our teams.

We recognise that our staff are our greatest asset and that the success of the organisation depends on having the right number of staff, with the right skills and abilities.

As well as delivering the best possible patient care, we are keen that all staff feel supported and encouraged to fulfil their potential.

We offer excellent learning and development opportunities and there is usually more than one route to progression and advancement within the Trust.

There are a wide range of job roles and opportunities including:

- Dental Nurses
- Nursing – Child, Adult and Learning Disability Nurses
- Administration and Managerial
- Health and Care Professions – including physiotherapists, occupational therapists
- Dietitians, podiatrists and others
- Clinical Support
- Doctors
- Dentists

Working for the Trust gives access to a package of flexible working hours in a variety of career paths across a wide range of locations.

If you would like to know what it is like to work for us, the job opportunities that we offer and how to apply for a post, please visit:

www.bhamcommunity.nhs.uk/working-for-us

BCHC is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, all successful candidates will be subject to disclosure barring service checks, along with other relevant employment checks.



Completing an application form

- Take time to read all of the information in the advert. Pay particular attention to the job description and person specification. The job description outlines the main duties and responsibilities of the job. The person specification details the qualifications, skill, experience and knowledge that are required in order to be able to undertake the post.
- If you have any questions about the role that are not answered by the job description or person specification, please contact the named person in the advert for an informal discussion.
- Demonstrate that you can meet all or most of the essential criteria for the role in the supporting statement. If you do not state how your skills match the person specification, or you do not meet the criteria, you are unlikely to be shortlisted to attend an interview.
- Provide all of the information that is required. Ensure that you complete all parts of the application form honestly, particularly the supporting statement.
- Tailor your application to the job role. Don't just add your CV to the supporting statement section or use a form that you have submitted for another post.
- Make sure your personal information is up-to-date. In particular make sure that your email address and mobile telephone number are correct so that we can contact you.
- Read through the form for any errors or omissions before you submit it. You cannot make any changes once you have submitted your application. NHS Jobs allows you to save your form at any time without submitting it to make it easier for you to review before you submit it.
- Check the closing date of the vacancy. You cannot submit your application after this date. In some cases the vacancy may close quickly depending on the number of applications we receive so please ensure that you submit your form as early as possible.
- Don't forget to check you NHS Jobs account. You should check your emails and NHS Jobs account regularly throughout the recruitment process as we will contact you through this. Do not delete the vacancy from your NHS Jobs account as you will not be able to receive any messages that we may send you relating to that post.



Selection and Interviews

Shortlisting the post:

The initial selection and interview decisions are made by the individual recruiting managers. The recruiting manager will draw up a shortlist of candidates to invite to interview or testing after the vacancy has closed. They will shortlist the candidates that meet at a minimum the essential criteria of the person specification. If they have received a large number of applications the manager may shortlist against the essential and desirable criteria detailed on the person specification. To ensure we recruit the highest calibre of candidates we often use tests which are role/job specific. Where used these must have been passed before proceeding to interview. Should you be shortlisted, you will be notified if you are being invited for a test or interview or both.

Unsuccessful candidates:

If you are unsuccessful at the shortlisting stage, we will notify you via email through your NHS Jobs account. If you require feedback as to why your application was unsuccessful, please contact the individual who was named in the advert.

Successful candidates:

If you are shortlisted for a vacancy, we will send you an invitation to attend an interview or testing via email through your NHS Jobs account. The invitation will advise you of the date and time of the interview or test and where they will be taking place. The invitation will also include details about the interview panel and any tests or presentations that form part of the selection process.

Preparing for your interview:

The interview will provide you with the opportunity to tell us in person why you are the right person for the vacancy.

Prepare examples:

Think of some examples that show how you meet the person specification criteria. Make these brief and to the point so that you don't give rambling answers.

Do your research:

It helps to know as much as possible about what the job involves, the service that you will be working in and the trust itself. Ensure you know what you have told the trust about yourself.

First impressions count:

Think about your appearances and ensure you look smart.

Plan your travel arrangements:

Make sure you know where your interview is and leave plenty of time to get to the venue. Please note that parking restrictions might also apply, so do check beforehand.

At the interview

Avoid distractions:

Concentrate on the interview – make sure you switch off your mobile phone.

Body language:

Make eye contact with everyone in the room, but don't overdo it. Smiling over introductions will help you to relax and ensure you appear approachable.

Sell your potential:

Concentrate on selling your skills, knowledge and experience you can bring to the job role.

Ask questions:

The interview is a two-way process, so ask the interview panel questions to find out whether the job is right for you. Asking questions will also help to show your interest in the job. The recruiting manager will advise you when you will be notified about the outcome of your interview.

Candidates unsuccessful at interview:

The recruiting manager will contact all unsuccessful candidates to advise them of the outcome and to offer feedback on their performance at the interview.

Successful candidates:

The recruiting manager will contact the successful candidate/s to verbally offer the post to them subject to satisfactory pre-employment checks being received.

If you accept the verbal offer of the post you will be sent a conditional offer of employment by email indicating what pre-employment checks are required. The pre-employment checks that are required for all successful candidates are:

1. References deemed satisfactory by the Trust. These should cover the last three years.
2. Verification of identity. This is required to prove your identity and the address that you reside at and should have been provided at interview.
3. Proof of eligibility to work within the UK. This is required by the UKVI (UK Visa and Immigration agency) for all employees of the Trust and should have been provided at interview.
4. Registration with a professional body if required.
5. Dependent upon the job role that you have been offered we may also need to undertake a DBS (disclosure and barring service) check. This will be sent as a link in your conditional offer letter.
6. Occupational health. A link to complete an occupational health questionnaire will be sent with the conditional offer letter.

The recruiting manager will confirm the start date with you once we have received all of the required pre-employment checks and they have been deemed as satisfactory by the Trust.

Please do not hand your notice in to your existing employer until we have confirmed that we are now able to arrange a start date with you.

You will receive a copy of your contract of employment by post within 8 weeks of your start date. Please sign one copy and return it to the recruitment team based at trust headquarters in Priestley Wharf.

Starting with the Trust

Your line manager or Recruitment will contact you to advise you of your start date, what time to arrive and where to meet.

In most cases, they will also co-ordinate what happens on your first day - introducing you to your team, helping you to find your way around the base and ensuring that you have all of the information you require.

Induction

All new employees take part in the induction programme. It forms part of your mandatory training and introduces you to the Trust, how we work, and provides you with essential employment related information.

New staff will have a departmental induction referred to as local induction. This will cover details such as local procedures, facilities, key contacts, risks and risk management.

New staff will also attend our corporate induction. This covers key information such as the trust's aims and objectives, policies, procedures and health and safety.

Performance development reviews (PDR)

At your annual appraisal you will be expected to provide evidence or a description of how you have performed and met your objectives throughout the year.

At your PDR you will also be able to discuss your training needs and plan with your manager how these can be met. Not all development is about courses and qualifications - for example you may find that shadowing someone or attending meetings are more appropriate to your needs.



Staff Benefits

Health and Wellbeing Initiatives

Occupational Health

The aim of Occupational Health is to proactively prevent work related ill health wherever possible.

Team Prevent is the Trust's occupational health provider and is made up of qualified doctors (Occupational Health Physicians) nurses (Occupational Health Advisers or Case Managers). Team Prevent can offer proactive health and wellbeing support, health checks and advice to staff who can either self-refer or be referred via their manager.

Wellbeing Zone

The Wellbeing Zone is an online tool designed to help improve health, lose weight, get fitter, eat healthily and manage stress. In addition to this, there are discount offers on gym memberships and cheap deals on pampering spa days!

Staff Physiotherapy Service access – self referral

Team Prevent, our occupational health provider, offer all staff access to the staff physiotherapy service.

Staff Counselling Service - self referral

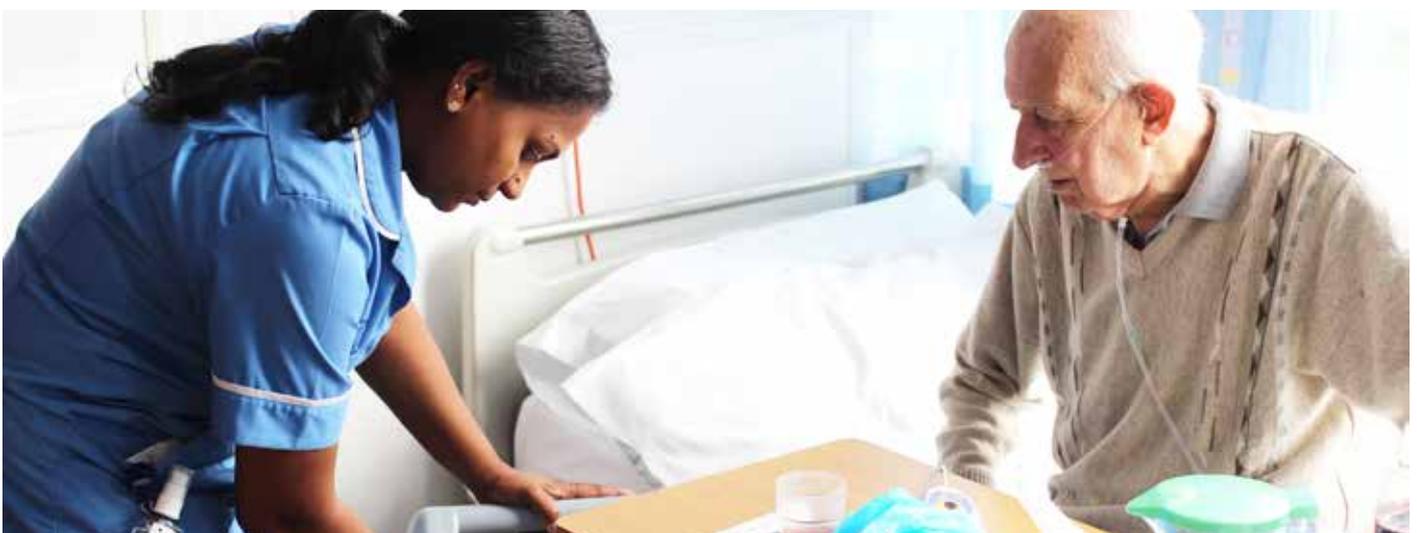
The Trust offers a free and confidential counselling via Team Prevent, our occupational health provider.

Stop Smoking Service

The Stop Smoking Service recognise that not all smokers are able to quit first time around and that it may be difficult for staff to attend their own GP or Pharmacist for support. With this in mind, they offer all staff the support to stop smoking in their place of work.

Birmingham Hospital Saturday Fund (BHSF) – Health Cash Plan

BHSF is well established as a provider of award-winning health cash plans. They have a range of health initiatives to assist people with their everyday health costs. BHSF is a not-for-profit company, with no-one to serve but its customers. The Corporate health cash plan can help you manage the cost of dental treatment, eye tests, new glasses and contact lenses, professional therapy treatments and much more.



Pension Schemes

The NHS pension is one of the most generous and comprehensive in the UK, providing an excellent package of pension benefits including a 14% contribution from your employer, age retirement benefits, life assurance cover, ill health retirement and family benefits.

As a new employee you will automatically join the NHS Pension Scheme. If you have previously been employed by the NHS then you will be able to carry your pension over.

If you cannot be enrolled in the NHS scheme for any reason, your employer will enrol you in an alternative qualifying pension scheme, such as the National Employee's Savings Trust (NEST). NEST is a new qualifying workplace pension scheme where employees have a single retirement 'pot' that can stay with them for life, regardless of whether they change jobs, or work for more than one employer.

Salary Sacrifice Vouchers and Schemes

Childcare Vouchers

Free of Income Tax and National Insurance contributions, childcare vouchers offer significant benefits to parents that pay for childcare. The childcare voucher scheme gives you the flexibility to choose your own childcare without sacrificing on quality and makes childcare more affordable.

Childcare vouchers can be used to pay for children up to the age of 16, including childminders, nurseries, out of school clubs, holiday schemes and summer camps.

Salary Sacrifice4Cars scheme

The SalarySacrifice4Cars scheme (SS4C) lets you drive away a brand new, fully-maintained and insured car for up to three years. You'll get an all-inclusive motoring package for a fixed monthly amount, so all you really need to worry about is fuel and oil. The scheme is open to all substantive staff subject to certain criteria.

The benefit here is that you'll sacrifice the salary before your income tax and NI are deducted, making it cheaper than a normal private lease agreement.



Cycle to Work scheme

Save money, get fit and reduce your carbon footprint! The Cycle to Work scheme is a government initiative that encourages alternative travel and reduces our environmental impact. Not only does it enable you to reduce your carbon footprint, but it allows those who wish to cycle to work access to a tax-free benefit.

Public Sector Cashback Black Cards – you can earn cashback on everyday spending

This is an exclusive benefit available to NHS employees who can earn cashback every time you shop online by clicking through the links to online retailers. Staff can use a PScashback Black Prepaid MasterCard to save up to 5% cashback when shopping in-store and online at Asda, Sainsburys, Argos, B&Q, Boots, Debenhams, H Samuel, John Lewis, M&S, Mothercare, Pizza Express, Toys R Us, Waterstones and more.

These cards are normally priced at £9.99, however, BCHC have been allocated a special discount code allowing colleagues to be provided with a card at a discounted price of only £2.99.

Opportunities and Support

Development Opportunities - Learning and Development Staff can access a wide range of learning and education opportunities, including national qualifications, apprenticeship frameworks, leadership and management development, skills for work and post graduate education.

Family Friendly policies

The Trust offers a number of policies to assist employees in achieving a healthy work/life balance. Examples are the Flexible Working Policy and the Supporting Staff who are Carers Policy.

Carers Support (Customer Service and Advice and Information Team)

If you care for someone outside of work such as a relative, friend or neighbour, who has a long-term illness, disability, mental health problem or frailty due to age, you are not without support. The Carers Support Team can provide general customer service, information and advice tailored to your individual circumstances and signpost to other appropriate services; enabling carers to make informed choices.

Maternity/Paternity/Adoption Leave Seminars

Maternity leave seminars are designed for new mums-to-be. These are informal sessions which offer information about maternity/paternity/adoption/parental leave and associated policies. You will gain a better understanding of maternity leave/pay entitlements, available benefits and an opportunity to have your questions answered.



Annual leave

For those who are new to the NHS, you are entitled to 27 days annual leave per year. For those who have come from previous NHS employment, you are entitled to additional days (29 days after five years' service and 33 days after ten years' service).

Long Service and Retirement Awards

The Trust has policies in place to ensure that employees at BCHC have their contribution to the NHS recognised in the form of a long service or retirement award.

Access to trade union membership

The Trust works in partnership with Staff Side representatives from all the recognised Trade Unions and professional bodies. Union membership can give staff a range of benefits, including:

- Protection and representation at work
- Health and safety guidance and support
- Confidential welfare services for staff and their dependents in difficult times
- Legal services including free help with work problems and legal support for members and their families

Discount Websites

Health Service Discounts (Previously NHS Discounts)

BCHC employees have free access to Health Service Discounts. These are nationally available offers to NHS staff from many national and international organisations. To see what's on offer follow the link www.healthservicediscounts.com

Red Guava

Birmingham Community Healthcare NHS Trust are pleased to use the services of Red Guava Benefits for all their employees. The scheme is entirely voluntary...there are no hidden membership fees and as an employee you are able to take advantage of any of the offers available.

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