

**Questions and Answers:
For the temporary employment of Student Nurses during COVID-19**

Q1: I am a student nurse who has applied to work for NHS Scotland. What will my terms and conditions be?

A1: You will become an employee of NHS Scotland and will be employed under the terms of conditions of service of Agenda for Change (AfC). The Health Board that will be your employer will issue you with a contract of employment which will detail all your terms and conditions of service.

Q2: What will my band and pay be?

A2a: For Nursing and Midwifery students not in first year, and not in the final six months pre-registration programme, you can apply to work in clinical practice in a Band 3 post. The salary for this post is £20,700 pa, which will be pro rata to the hours you work. Your University will advise you on the arrangements for your theory time and protected learning time. You need to liaise with your line manager to ensure this is taken into account in the staff roster.

You will only receive payment for the hours actually worked. You will not receive payment for study/theory days as these are part of your course and covered by your Bursary. It is appreciated that study/theory days may vary, which could influence your working pattern so your availability to work may vary too.

For example, if you worked 4 shifts per week of 7.5 hours per shift, and one day per week you had a study day/theory day, you would only be paid for the 4 shifts that you worked that week. However, if you did not have a study/theory day every week and wanted to work 5 shifts of 7.5 hours per shift, you would be paid for 37.5 hours that week.

A2b: For Nursing and Midwifery students in their final six months of their pre-registration programme, you can apply to work in clinical practice in a Band 4 post for up to a maximum of 37.5 per week. However, if you have some final course work to complete you will have to adjust your available hours accordingly. The salary for this post is £22,700 pa, which will be pro rata to the hours you work. As stated in the example above in A2a, you will only be paid for actual hours worked and you will not be paid for any study/theory days.

A2c: Please note A2b also applies to 3rd Year Honour students who have the required theory and practice to be equivalent of a final year student.

Q3: If staff have existing NHS service, e.g. as a Health Care Support Worker (HCSW), does this deployment add to their length of service?

A3: A contracted employee's continuous previous service with an NHS employer counts as reckonable service in respect of redundancy, maternity, sick pay and annual leave. If an employee worked in the Staff Bank this does not count towards continuity of service.

Q4: Am I entitled to full sick pay?

A4: For COVID-19 related sickness, everyone will be treated as if they have 5 years' service and eligible for 6 months sick leave on full pay. For non-COVID-19 related sickness, it will be normal sick leave arrangements based on length of service. Normal sick pay in the first year of service is one month's full pay and two months half pay.

Q5: Am I entitled to special leave if I become infected?

A5: Any COVID-19 related sickness will be recorded as Special Leave under a COVID-19 code for administrative and accounting purposes. The point from the staff member's perspective is that they will be able to take that leave on full pay.

Q6: What is my annual leave entitlement as per Agenda for Change?

A6: The annual leave entitlement is as follows:

- On appointment, 27 days of annual leave plus 8 public holidays.
- After five years' service, 29 days of annual leave plus 8 public holidays.
- After ten years' service, 33 days of annual leave plus 8 public holidays.

Annual leave is pro-rated to the number of hours the employee works and the length of employment within the annual leave. For example if an employee only works for 6 months of the leave year, their annual leave would be 13.5 days. Your contract of employment and local manager will provide you with the exact details of your annual leave entitlement, how to apply for leave and arrangements for public holidays. This will take into account your contracted hours, your entitlement and if you have any previous service that needs to be included.

Q7: If a student prior to degree was an HCSW at top of a Band 3 or Band 4, what would they be paid?

A7: Most Students will be paid on the first point of Band 4 in recognition that they are also in receipt of the Student Bursary payment. However, if a student previously was employed as a Band 3 or Band 4 they may be eligible for incremental credit. If a student is in this position, they should contact their local Human Resources Team who will advise on the process.

Q8: Do I get paid more for working unsocial hours and what about overtime?

A8: Yes, if you work unsocial hours you will be receive additional payments as follows:

- For Band 3 posts, if you work on a Saturday and any week day after 8 pm or before 6 am you are paid at time plus 37%. If you work on a Sunday or a Public Holiday you are paid at time plus 74%.

- For Band 4 posts, if you work on a Saturday and any week day after 8 pm or before 6 am you are paid at time plus 30%. If you work on a Sunday or a Public Holiday you are paid at time plus 60%.
- In regard to overtime, if you work more than your contracted hours you will be paid at time up to the standard hours of 37.5 hours per week. If an employee works more than 37.5 hours per week, they will be paid at time and a half for all overtime, with the exception of general public holidays which will be double time.

Q9: Does the payment to all Medium Secure Unit service staff apply?

A9: If students work in a Medium Secure Unit they will receive the Recruitment and Retention Premium according to the criteria set out in [PCS\(AFC\)2009/5](#).

Q10: I am going to be working in the Community. Can I claim travel expenses?

A10: Yes. If you make journeys in the performance of your duties you are entitled to be reimbursed. Your manager will be able to advise you on the process for claiming expenses.

Q11: My university programme allocated a provision for holidays. Am I still able to use that provision for leave?

A11: No. When you accept employment with the NHS you are subject to the terms and conditions of your contract of employment, which includes your entitlement to paid leave. The holiday entitlement as part of your programme cannot be carried over to your contract of employment.

Q12: How do I find out more about terms and conditions of service?

A12: a) You will receive a contract of employment which details all your terms and conditions of service. This will also specify the duration of your contract and other employment matters such as termination of employment, probationary periods and your exact annual leave entitlement for the duration of your contract.

b) Terms and Conditions of Service for Nursing and Midwifery staff are covered by Agenda for Change, which is governed and agreed nationally through the Scottish Terms and Conditions Committee (STAC). This Committee includes representatives from Trade Unions, Staff Organisations, Scottish Government and Employers. To access more information you can contact your local Health Board Human Resources Department via their intranet, which will be able to provide you with further information on terms and conditions and Human Resource policies and procedures. This will include any policy or guidance in regard to COVID19. Alternatively information is available via the STAC website: <https://www.stac.scot.nhs.uk/>