

STAC GUIDANCE

Process for implementing the new National Profiles for Nursing Clinical Support Workers

1. Following a review, the Job Evaluation Group of the UK Staff Council issued revised Band 2 and 3 Nursing Clinical Support Worker profiles. Some small changes have been made which assists in clarifying the difference between the two profiles. These revised profiles have been agreed by the UK Staff Council, and the Job Evaluation System will be updated to reflect this change.
2. These revised profiles apply with effect from 5th August 2021.
3. If Boards have job descriptions waiting to be evaluated or reviewed prior to 5th August 2021 Boards should apply the previous profiles. It is recommended that any outstanding reviews or grievances relating to Nursing Clinical Support Workers are dealt with as quickly as possible. We will retain the previous profiles on the Job Evaluation system until 30th June 2022 to support the completion of outstanding reviews or grievances. However, if possible we would like these to be completed by the 31st March 2022.
4. If there are any reviews or disputes lodged from 5th August 2021 Boards should use the revised Nursing Clinical Support Worker profiles.
5. The NHS Scotland Job Evaluation policy issued in DL(2021)19 on 30 June 2021, describes the terms and conditions that should be applied in all Boards for the evaluation and review of posts. The TURAS Job Evaluation System for AfC jobs in NHS Scotland will retain both sets of profiles on the system to support the actions in 2 and 3 above.
6. STAC is aware that it is important that all employees are treated fairly and consistently, and we have a responsibility to ensure that staff have updated job descriptions which accurately reflective the work staff are being asked to do.
7. In recognition that we have new revised job profiles for Nursing Clinical Support Workers STAC have agreed that we need to review all current Band 2 Nursing Clinical Support Worker job descriptions against the new profiles.
8. Accordingly, Boards are asked to undertake the following:
 - a. In partnership with your local staff side agree a process on how they will review all existing Band 2 Nursing Clinical Support Workers job descriptions to ensure that they are up to date and reflect the role and responsibilities of the postholder as of 1st October 2021. (Please note that this is the date which should be applied for any posts that are upgraded from a band 2 to a band 3). Generic job descriptions may be used if several staff are undertaking similar roles. Job descriptions must be signed off by both the employee and the manager.
 - b. To set out a timetable of how the work will be managed and the arrangements for evaluation and consistency checking. STAC will require details of these arrangements and will establish a reporting template.

- c. To consider and apply the NHS Scotland Job Evaluation Policy in reviewing the job descriptions. Supporting guidance from NHS Staff Council Job Evaluation Group and from the STAC Job Evaluation leads will also be made available.
 - d. To appoint both an Employer Lead and Staff Side Lead for this exercise who will provide joint feedback and information to STAC on a regular basis. It is important that all employees are treated fairly and consistently, and the exercise is completed as timeously as possible.
 - e. To assist implementation, we will circulate some examples of the generic job descriptions to Board Job Evaluation Leads that may assist in the drafting of revised job descriptions.
 - f. For employees who are regraded to Band 3 the normal AfC arrangements will apply for pay progression. Paragraph H below outlines the arrangements as per the AFC handbook.
 - g. In applying the change to pay, Nursing Clinical Support Workers should not experience any detriment because of the change.
 - h. For clarification in applying the change to pay following a regrading paragraph 1.12 of the AfC Handbook states that paragraph 1.10 should be applied. Therefore, on regrading if the working pattern remains substantially the same, staff will move across to the first point on the regraded band producing an increase when basic pay, any long-term recruitment and retention and unsocial hours payments are combined. However, if any employee still suffers detriment because of this change, NHS Scotland's organisational change policy and arrangements should be applied to ensure no detriment.
 - i. As the need to review Band 2 Nursing Support Workers is because of changes to profiles and staff are not voluntarily applying for a new or promoted post as part of this process, then any existing protection arrangements will continue to apply to any upgrading in band.
 - j. Following this process, if the employee is unhappy with the outcome they retain the right to request a review in accordance with the Job Evaluation Policy.
 - k. If a Band 2 employee does not wish to be part of this process they have the option to remain as a Band 2. In these circumstances their manager may need to adjust their responsibilities to ensure it complies with the revised job profile. To avoid any disruption to operational delivery and to take into account local circumstances Boards will work in partnership to agree the arrangements for any staff that do not wish to accept a Band 3 post.
9. In addition to the above employers are keen to work with staff organisations to further develop the capacity and capability of Nursing Clinical Support Workers to enable a structured career pathway. Discussions will be held between employers, staff side and Scottish Government and education providers to determine how we take this forward.