**PAY AND ARRANGMENTS FOR MEDICAL STAFF WORKING ADDITIONAL HOURS**

**Introduction**

The following are the arrangements for the payment of Additional Duty Hours, which apply to all Career Grade Medical staff; subject to any future pay review by the Scottish Government Health Department (SGHD).

Additional Duty Hours will be deemed to have been worked when the total number of agreed PAs/APAs/EPAs, or rostered duties have been exceeded.

The health, wellbeing and safety of our workforce is a priority and we ask that staff also continue to monitor their own hours of work, and ensure that at all times they are fit for work both in respect of total hours of work and attainment of adequate rest.

**Ad-hoc Additional shifts (Consultants and SAS Grades)**

For Clinicians’ working ad-hoc additional shifts over and above their agreed Job Plan and contracted PAs the Additional Ad-hoc hours’ form should be used to confirm the total number of hours and when the hours were undertaken. The rate applicable will be the doctor’s own hourly rate including if appropriate premium time (Hourly rate + 1/3). Premium time applies to work undertaken at weekends, public holidays and between 8pm and 8am Mon - Fri for consultants and 7pm – 7am for Specialty doctors.

The new [Additional Ad-hoc hours Claim Form for Career Grade Staff](https://www.nhsggc.scot/downloads/additional-ad-hoc-hours-claim-form/) should be used.

**Time off in Lieu**

TOIL is an alternative way of compensating for additional work undertaken and should only be used as an alternative to payment if the work is not already factored within the Job Plan.

At this time we are not endorsing TOIL as an alternative to payment as this will undoubtedly cause issues to Services in the future, however if Clinicians do not wish to be paid for additional Ad-hoc hours they should discuss with Management the option of receiving time off in lieu. (TOIL).

TOIL would be based on the number of additional hours worked and the additional hours are worked in premium time (Time + 1/3) would apply. Premium time applies to work undertaken at weekends, public holidays and between 8pm and 8am Mon - Fri for consultants and 7pm – 7am for Specialty doctors) e.g. this would mean that for every 3 hours worked in premium time this will attract 4 hours TOIL. These hours should be recorded and claimed using the new Additional Ad-hoc hours Claim Form for Career Grade Staff (link above) TOIL should be used as soon as possible to meet the needs of the service.

**Resident On-call**

The resident on call policy reflects the TCS and is defined as, when in order to maintain the safe delivery of the service a consultant is required and expected to be present at their principal place of work (or other agreed designated NHS establishment) and are available to respond to emergencies for the duration of the on-call period.  Consultants, will not, save in exceptional circumstances undertake resident on call.

This is not the same as when a consultant is asked and agrees to a change of their working pattern, from an On Call from home working pattern, to that of a shift pattern i.e. available and present at all times to maintain the safe delivery of service and is required to deliver medical duties inclusive of routine and predictable emergency work.

In exceptional circumstances as defined above, where Career grade staff require to be resident on call they will be paid 3 x the hourly rate appropriate to point 20 of the seniority scale set out in appendix 3 of the Consultant Terms and Conditions of Service. Where this is undertaken by a SAS grade clinician, they will be paid at a rate of 3x their own hourly rate.

A Chief of Medicine or General Manager (or deputy appointed with authority under a scheme of delegation) will authorise Resident On-call in advance and the payment of the rate noted above. The Chief of Medicine or General Manager will require to be fully satisfied for the reasons for Career Grade Resident On-call and that there is no safe alternative cost-effective arrangement available.

Remuneration applies only to the duration of the on-call period. The payments will not be superannuable, and will be in addition to any remuneration that the Clinician would otherwise receive for being on duty.

The resident on call policy is available through the link below:

<https://www.nhsggc.scot/downloads/resident-on-call-policy/>

**Waiting List Initiative**

It is recognised that from time to time Medical Staff may be asked if they wish to volunteer to work additional sessions, not previously identified within their job plan, to assist with addressing waiting times for patients.

In accordance with Consultant Grade Terms & Conditions (par 4.5), in circumstances where, as a result of published national or local waiting times targets, the employer requires increased ad hoc activity not previously identified within the job plan the employer and consultant may agree additional work for this purpose. Such work will be voluntary.

The Management guidance and protocol including associated rates is available via the following link

[Waiting Time Initiative Payments - NHSGGC](https://www.nhsggc.scot/downloads/waiting-time-initiative-payments/)

**Doctors and Dentists in Training & Clinical Fellows**

 All additional hours worked should be claimed and paid via the Medical Staff Bank.

The bank rates are available via the link

[Medical Staff Bank - NHSGGC](https://www.nhsggc.scot/staff-recruitment/hrconnect/staff-banks/medical-staff-bank/)