

STAFF DISCOUNTS

Medic Care Staff Discount Handbook

The Trust has produced a Staff Discount Handbook in conjunction with Medic Care Ltd (reviewed on an annual basis). Employees receive a Staff Discount Card with their handbook that can be used to obtain discounts with a variety of local businesses. The Medic Care scheme also has 1000's of businesses offering discounts to NHS Staff throughout the U.K. and these are displayed on their web site www.medicarenhs.co.uk.

NHS Discounts

NHS Discounts is the largest independent provider of voluntary employee benefits to public sector employees in the UK. Details can be viewed at www.nhsdiscounts.com.

STAFF SUPPORT SERVICES

Childcare Support Service:

Childcare advice just one phone call away;

Whether you're expecting a new baby, your children are about to start school or you need some extra support during the school holidays, the Childcare Support Service can help. We can offer you support, information and advice on:

- Keep in Touch Scheme
- Financial Support
- On-site nurseries
- Childminders
- Holiday playschemes
- Occasional childcare

The Childcare Support Service offers all NHS staff in Bradford and Airedale a range of advice and support. This service is hosted by Bradford District Care Trust.

For further information contact us on: 01274 228321

E-mail: childcare.coordinator@bdct.nhs.uk

Website: www.childcare.bdct.co.uk

Counselling Services:

The Trust offers a confidential Counselling Service, which is available to all staff. It is open to anyone wishing to seek help or support for a work related or personal matter. Examples include occupational stress, bereavement or relationship issues.

The service is offered by the Clinical Health Psychology Department and is free of charge to employees.

Physiotherapy Service:

If you have a joint or muscle condition that is affecting your working life you can contact the Physiotherapy Department for a referral. Staff receive priority access into our Physiotherapy Service and will usually be given an appointment within one week of referral.

Staff Gym:

There is a Staff Gym situated on both the St Luke's and BRI sites. The Staff Gyms are open 6am to 8.00pm on Monday to Friday and 8.30am to 1.30pm on weekends. Membership is charged at a rate of only £13.50 per month for Trust employees.

Occupational Health Services:

The prime responsibility of any Occupational Health Service is to preserve and enhance the health of people at work and to assist the Bradford Teaching Hospitals NHS Foundation Trust to fulfill its statutory duties under Health & Safety legislation. Employees can self-refer for advice and guidance (this is not a GP service).

Car Parking:

Staff parking operates on a Zoned basis. There are different zones (and costs) dependent on your circumstances. All Trust car parks have high power lighting, security staff (with frequent patrols) and closed circuit TV surveillance, although we cannot guarantee that you will get a parking permit if a waiting list exists at the time of your appointment.

FAMILY FRIENDLY POLICIES

There are a number of policies in place, which are designed to help employees balance the needs of work and family life. Full details of these policies are available from the Personnel Department, or can be accessed via the Trust' Intranet.

Domestic Leave:

There is discretion to grant a limited amount of leave with pay to any employee who is faced with a situation of urgent domestic distress (i.e. unforeseen) and requires a short period of time away from work to deal with matters such as bereavement, breakdown of normal carer arrangements, illness of a child or other dependant and domestic crises such as burglaries etc. Each request for domestic leave will be treated as sympathetically and flexibly as possible.

Maternity Leave:

All pregnant employees have the right to 26 weeks maternity leave regardless of the length of employment. The Trust's maternity leave scheme offers benefits in excess of those available under the state scheme. The exact entitlement to pay is dependent on the length of continuous service and whether or not the employee is returning to work.

Parental Leave:

An employee who satisfies the qualifying conditions will be entitled to take unpaid parental leave for the purpose of caring for a child i.e. to look after a child or to make arrangements for the good of the child. This could, for example, include settling a child in at a new school or playgroup (this leave is in addition to any entitlement to maternity leave). An employee has the right to request absence from work on unpaid/parental leave if he or she has at least 1 year's continuous NHS service.

Paternity Leave:

New rights to paternity leave and pay are available to allow eligible employees to take paid leave to care for a baby or support the mother following birth. The right is to take either one week or two consecutive weeks leave, payment for which is dependent on length of service.

Adoption Leave:

The Trust's adoption leave scheme exists to enable eligible employees to take a period of leave to help the adopted child settle into the family and adjust to new surroundings and then return to work.

Dignity at Work:

The Trust values its workforce and will not tolerate any forms of harassment or bullying by work colleagues, patients or visitors. All staff have a right to dignity at work and any breaches of that right will not be tolerated. Those experiencing harassment or bullying will be offered support from trained advisers.

Raising Concerns at work:

Employees of the Trust are encouraged and have a right and a duty to raise, in good faith with the Trust, any matter of concern they may have about health service issues, particularly those relating to the delivery of patient care and patient services. Whilst maintaining confidentiality, staff should be able to express their concerns easily through all levels of line and professional management where appropriate and be reassured that any such concerns are fully, fairly and sympathetically dealt with.

Improving Working Lives:

The Trust achieved Practice Stage of the NHS Improving Working Lives Standard before becoming a Foundation Hospital and is committed to achieving a healthy 'work/life' balance for all staff.