

**Premium pay definitions and guidelines – medic and non-medic**

**For all additional work required the following process should apply**

**TOIL**

**Bank**

**Overtime with pre-approval by HLT**

**WLI planned sessions**

**Internal locum / bank payments** are made in circumstances where there are gaps in the establishment and thus roster that need to be met by offering staff additional hours. These gaps will normally be in relation to vacancies or sickness, maternity and paternity leave. This should avoid the need to utilise agency workers for these shifts. This work may have previously been termed **Additional Clinical Capacity**. All additional clinical work must be undertaken within the overall divisional financial envelope and will now be termed Bank work.

A bespoke rate card (<http://liverpool-hr.nhs.sitekit.net/working-with-us/bank-and-agency.htm>) has been produced for medic locum payments at the Trust.

The approval proforma requires the detail regarding the reasoning for the gap and in the instance of absence, the name of the individual unable to fulfil the duties so that there is clear trail of the rationale for cover.

Where a bank worker is filling a consistent gap, this has often been termed locum work. Consistent gaps should be reviewed for the best and most efficient approach. A Fixed Term appointment should be considered.

**Waiting list initiative payments** (WLIs) This defines a situation where additional clinical activity is required due to an unmet need arising from demand over plan and a decision has been made and approval given to support this demand through WLI. Due to the nature of this additional activity, these MUST be arranged and pre-approved at the HLT level prior to the additional work being undertaken. WLIs are expected to be worked outside of normal business hours. Where WLIs are arranged within business hours, there must be full assurance that any individual being paid via this route is not being paid for the same work twice .

**WLI requests must be clearly documented and state what the activity will achieve. This will be monitored through the workforce controls process and will be reconciled against job plans and performance targets**.

AfC staff will be paid at AfC terms and conditions.

All additional clinical work must be undertaken within the overall divisional financial envelope.

**Medic Non-resident on call / Standby** (NROC / standby) locum rates are paid for medical non-resident / standby locum shifts. The principle of this rate is that workers who are on-call but are not rostered to be delivering patient care, are paid a lesser recompense as to those workers who are on-site (or working from an agreed location) undertaking direct clinical care. This recompense is paid at 50% of the on-site ‘resident’ rate. For the avoidance of doubt, ‘on-site’ may refer to being in the hospital premises either physically or at an agreed location.

There are some caveats to this:

* where the worker takes telephone calls regarding direct patient care between 11pm-7am, lasting 5 minutes or more, this particular **hour** can be paid at the resident rate;
* where the worker takes multiple calls regarding direct patient care over multiple hours during 11pm-7am, then the resident rate is paid for those identified hours;
* where the worker takes multiple calls regarding direct patient care during 4 or more separate hours during 11pm-7am, then the complete shift would convert to being paid at a resident rate;
* where the worker is called into work (either on-site or at an agreed location), the recompense is escalated to resident rate for the complete period, including travel time.

This detail should be logged on the claim form to eliminate any queries regarding this.

**AfC** overtime rates can be offered to non-medical staff where there is a short term need for additional hours to be worked. This must be approved as part of the workforce control processes.

**Consultants – Time off in lieu (TOIL)** can be taken **instead** of payment of the rate card.

* Monday to Friday 7am -7pm (3hours=1PA)
* Monday to Friday Evening 7pm-11pm (2hours=1PA)
* Saturday and Sunday 7am to 11pm (2hours=1PA)
* Night time 11pm to 7am (1.5hours=1PA)
* TOIL to be taken in line with annual leave policy.
* A maximum of 5 days of TOIL can be accumulated in this way.