

TRUST BOARD
UHL Organisational Development Quarterly Update Report

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DATE:	2 April 2015
PURPOSE:	This report highlights progress with implementing the Trust's Organisational Development Plan (2014-16), led through five substantial work streams. The Trust Board is asked to note and comment on progress with implementing the Organisational Development Plan.
PREVIOUSLY CONSIDERED BY:	N/A
Objective(s) to which issue relates *	<input type="checkbox"/> 1. Safe, high quality, patient-centred healthcare <input type="checkbox"/> 2. An effective, joined up emergency care system <input type="checkbox"/> 3. Responsive services which people choose to use (secondary, specialised and tertiary care) <input type="checkbox"/> 4. Integrated care in partnership with others (secondary, specialised and tertiary care) <input type="checkbox"/> 5. Enhanced reputation in research, innovation and clinical education <input checked="" type="checkbox"/> 6. Delivering services through a caring, professional, passionate and valued workforce <input type="checkbox"/> 7. A clinically and financially sustainable NHS Foundation Trust <input type="checkbox"/> 8. Enabled by excellent IM&T
Please explain any Patient and Public Involvement actions taken or to be taken in relation to this matter:	Patient representative involvement ensured in all key development activity
Please explain the results of any Equality Impact assessment undertaken in relation to this matter:	Priorities have been assessed against the nine protected characteristics under the Equality Act 2010.
Organisational Risk Register/ Board Assurance Framework *	<input type="checkbox"/> Organisational Risk Register <input checked="" type="checkbox"/> Board Assurance Framework <input type="checkbox"/> Not Featured
ACTION REQUIRED *	
For decision <input type="checkbox"/>	For assurance <input checked="" type="checkbox"/>
	For information <input type="checkbox"/>

♦ We treat people how we would like to be treated ♦ We do what we say we are going to do
 ♦ We focus on what matters most ♦ We are one team and we are best when we work together
 ♦ We are passionate and creative in our work

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

REPORT TO: TRUST BOARD

DATE: 2 April 2015

REPORT FROM: EMMA STEVENS, ACTING DIRECTOR OF HUMAN RESOURCES

REPORT BY: BINA KOTECHA, ASSISTANT DIRECTOR OF LEARNING AND OD
AND HELEN MANCINI, OD SPECIALIST

SUBJECT: ORGANISATIONAL DEVELOPMENT PLAN UPDATE

1. INTRODUCTION

- 1.1 To deliver our vision of 'Caring at its Best' and to facilitate the necessary change we have set out an ambitious Organisational Development (OD) Plan for UHL. Our priorities are led through five work streams which were approved by the Trust Board and Executive Workforce Board in June 2014.



- 1.2 Against each work stream we have set out:-

- What will be different?
- What we will do to make it different?
- How we will know if we are successful?

- 1.3 These work streams have been aligned to UHL values, vision and strategic objectives particularly our objective to support the development of a professional, passionate and valued workforce.

- 1.4 This report highlights progress with implementing the Trust's Organisational Development Plan providing a brief summary of progress against each of the work streams over the previous quarter and key next steps.

- 1.5 On-going development and refinement to the Organisational Health Dashboard, have taken place, reflecting Trust Board feedback from the December 2014 meeting and ensuring alignment to the Trust's Organisational Development Plan in monitoring the impact of delivery.
- 1.6 Our latest Learning into Action Newsletter (March Edition) has been circulated to the Trust Board and is attached at **Appendix 1**. It outlines the range of our impressive 'Learning into Action' successes and events including achievement of the Learning and Performance Institute's 'Learning Team of the Year Award', Assistant Practitioner development activity, Salary Maxing benefits and well-being initiatives.

2. LIVE OUR VALUES

2.1 Caring at its Best Awards

Quarterly Caring at its Best Awards were presented during March 2015, in the workplace by Senior Leaders, to staff and teams that exemplify the Trust's values. In addition we have agreed that the next Annual Award Ceremony will take place on 24 September 2015. The Trust Board are invited to attend this prestigious event.

2.2 Values Based Recruitment

All application forms have a mandatory standard values based question. A bank of values based questions have been developed for the consultant interview process. Further work is being progressed over the next quarter to evaluate current processes and increase robustness in the recruitment and selection of senior posts within the Trust as highlighted within the Trust's Board Assurance Framework.

2.3 Fit and Proper Person Regulations (2015)

All Executive and Non-Executive Director posts (and equivalent) conform to the Fit and Proper Person Regulations (2015) through robust self-declaration, appropriate searches and reference process. In addition the application and interview process will include values based questions.

2.4 Pay Progression Policy

The Pay Progression Policy has been developed. A key criteria for incremental progression requires staff to demonstrate Trust values and behaviours as part of the appraisal process. Appraisal documentation has been updated to reflect this change.

2.5 Brand Development

The 'work for us' website development is underway and will showcase our 'Employer Brand' by the end of April 2015

3. IMPROVE TWO WAY ENGAGEMENT AND EMPOWER OUR PEOPLE

3.1 Mutuals in Health Pathfinder Programme

Hempsons, Albion and Stepping Out (HASO) partners have been working with UHL as part of the Mutuals in Health (MiH) Pathfinder Programme since the beginning of 2015 to explore how UHL can benefit from the aspects of mutualisation. HASO facilitated a Trust Board Thinking Session on MiH Pathfinder Programme on 12 February 2015.

The Trust Board were invited to attend the MiH Pathfinder Programme Closing Workshop on the 25 March which provided with the opportunity to comment on the draft Detailed Options Assessment Report prior to sign-off.

The National Programme Advisory Panel led by Chris Ham, Chief Executive of the Kings Fund, will take the analysis from the 7 successful projects and the 3 national workshops (held during January to March), and forward its over-arching findings on the key barriers identified and make recommendations to Government (through an internal report). Conclusions and lessons learnt from the 7 successful projects will be made available to the Advisory Panel by 31 March 2015.

The outcomes from this work is anticipated to feed into the Government's broader programme of work in 2015/16 to enable a range of new options for providers of NHS care, alongside recommendations resulting from the review being led by Sir David Dalton.

3.2 Listening into Action (LiA):

The annual Organisational Pulse Check was carried out in March 2015 via global emails to all UHL staff. Also in March, the 'Pass it On' Newsletter was distributed to share success stories from each of the LiA work strands. Activity within each of the work streams is summarised below:

3.2.1 *Classic LiA*

Wave 4 Pioneering Teams commenced in November 2014 with 12 new teams starting their LiA journeys. A Pass It On event is scheduled for May 2015 for these teams to share their successes and lessons learned.

3.2.2 *Thematic LiA*

LiA Admin & Clerical work stream started in January 2015. Nominated leads from across Clinical Management Groups (CMG) attended the first session. The aim is to focus on improving working lives of this group of staff and address issues within the CMG supported by the LiA Team.

3.2.3 *Management of Change (MoC) LiA*

We continue to support service managers to undertake LiA Engagement events prior any MoC. Activity is captured on the Organisational Health Dashboard.

3.2.4 *Enabling LiA*

The Alliance is now implementing LiA in line with the first year of activities in UHL. They have held their Listening events, set up a Steering Group, commenced 2 Enabling Our People Schemes and have launched a campaign during February 2015 to seek Pioneering Teams to start adopting LiA at a local level.

3.2.5 *Nursing into Action (NiA)*

Five sets have started LiA to improve the quality of services and experience on their wards and departments. The first set completed on 11 March 2015 with a poster presentation of their achievements to the Deputy Chief Nurse.

A Nursing and Midwifery Conference which will include a celebration of Nursing into Action is currently being planned for 22 April 2015. A comprehensive programme has been approved with internal and external guest speakers. Heads of Nursing are sending invitations to front line nursing and support staff to attend the conference.

3.3 Salary Maxing

Total Reward Statements are regularly promoted and accessed by staff.

The 'Salary Maxing' Take IT Home scheme has been successful and we have seen an increase in uptake of both UHL's 'Childcare Vouchers' and 'Salary Maxing' Car Scheme.

In terms of next steps, 'Salary Maxing' Cycles and 'Salary Maxing' Take IT Home were available during March 2015 for employee applications. Also in March 2015 we held our annual Staff Benefits Fair across all three sites, which were very successful and well attended by UHL staff.

3.4 Health and Wellbeing

3.4.1 *Public Health Responsibility Deal Health Pledges*

Public Health responsibility Deal Health Pledges H8 for young person's commencing work, has been completed and is due to be pledged with the feedback from the success of the apprenticeship programme.

3.4.2 *Emotional Resilience*

UHL has successfully secured LLR wide funding from Health Education East Midlands (HEEM) to deliver Emotional Resilience training to 240 new starters. In addition, line managers training is being reviewed to encompass Stress Management training.

3.4.3 *Mindfulness at Work Programme*

UHL have secured funding from HEEM to design and deliver a bespoke Mindfulness at Work Programme in partnership with Barbara Reid Mindfulness Teacher and Supervisor.

3.5 Medical Engagement

3.5.1 *The Doctors in Training Committee (DiTC)*

The Doctors in Training Committee have appointed a new Chair and Vice Chair, to replace the outgoing post holders who are rotating out of UHL. The new post

holders will be initially focusing on membership and confirming the efficient cascade of information to all Junior Doctors.

3.5.2 New Consultant Forum

The New Consultant Forum took place on 19th March 2015. HM Coroner presented and the second session will be utilised as a focus group for the Mutuals in Health Pathfinder Programme.

3.5.3 Clinical Senate

The Clinical Senate on 25th February 2015, focussed on the Mutuals in Health Pathfinder Programme. UHL Consultants, Trust Board, GP's and Commissioners are all invited to the Annual Conference organised by the Clinical Senate which will be held in December.

4.0 STRENGTHEN LEADERSHIP

4.1 Accountability into Action

The Accountability into Action Development Plan was approved by the Executive Workforce Board in December 2014 targeting UHL CMG senior leadership teams (at phase 1). The training will take place over the next quarter and commence with Influencer, followed by Crucial Conversations and finally Crucial Accountability. There are twenty five places available which have been offered out and accepted by each of the CMGs.

4.2 Knowing your Business e-learning Modules

Eight 'Knowing the Business e-learning modules, as listed below, were commissioned via LiA Capital spend following the outcomes highlighted from both the Leadership into Action and Clinical Coding LiA's. Modules are being developed in partnership with OCB Media and are due to be completed in the end of April 2015. The eight e-learning modules are:-

- 1) Referral To Treatment (RTT)
- 2) Basic Finance
- 3) CIP
- 4) Procurement
- 5) Clinical Coding
- 6) Appraisal
- 7) Electronic handover – (Patient Safety)
- 8) Making the most of meetings

4.3 Trust Board Development

The Trust Board has embarked on a programme of work (supported by external consultants appointed by the Trust) to improve Board and Board committee reporting. The aims of this work are to:-

- align the Board agenda to the priorities of the Trust and the things that matter most;
- stimulate more forward-looking and strategic conversations in the Board Room;

- reduce duplication and the size of the Board pack whilst increasing visibility and insight; and
- embed the tools, skills and capability to deliver high quality reports and executive summaries that work for the Board.

The Trust Board has held a workshop to explore these issues and final recommendations are to be presented to the Board through a 'Thinking Day'.

4.4 Medical Leadership Development

The most recent Medical Leadership Programme took place in February 2015 with 12 Medical Leaders attending. Two more three day programmes will be arranged with Momentum during 2015 and four additional coaching days.

4.5 Consultant Appraiser Top-Up Training

Professor Furness (Revalidation Lead UHL) and the Learning and OD Specialist have held three Consultant Appraiser top-up Training sessions attended by Ninety Seven Consultant Appraisers.

4.6 Multi-Professional Mentoring Programme

The follow-up day for the second cohort of the Multi-professional Mentoring Programme led by UHL and Health Education East Midlands (HEEM), took place on 6th March 2015. The next cohort attended the programme on 25 and 26 March 2015. Further collaborative work is planned this quarter with HEEM and Nottingham University Hospital NHS Trust. Mentors have requested a 'Performance Coaching Workshop' in September 2015, plus a quarterly Mentoring Forum which is planned for July 2015. The next steps will be to develop internal capacity to deliver future programmes and to develop a spectrum of support for staff.

4.7 External Leadership Development

UHL staff continue to access a range of Leadership Development Programme through the Regional and National NHS Leadership Academy. These programmes are promoted primarily via the Trust's Senior Leadership community and key programme successes are captured in the Trust's Learning into Action Newsletter and shared at our annual Leadership Showcase Event (2015 date to be confirmed).

5.0 ENHANCE WORKPLACE LEARNING AND DEVELOPMENT

5.1 New Roles

The new roles group has been established and participants have been engaged in the development of education pathways for new roles to deliver new models of care, these include assistant and advanced practitioners. UHL will also be a pilot site for hosting US trained Physician Associates to facilitate embedding the principles and practices of such roles in the UK workforce. Clinical Management Groups have committed to hosting 20 Physician Associates in this year's workforce planning round.

Building on the success of the internship programme, the Trust is developing a local UHL Trainee Management scheme to build the managerial capacity to deliver our strategic direction.

5.2 Improvements in Medical Education

CMG Education Leads have been appointed for the majority of CMG's. This group meet with the Director of Medical Education on a bi-monthly basis. The CMG Education leads are expected to attend their CMG management meetings and raise educational issues.

5.3 Appraisal Training

From April 2015 the appraisal documentation and system will change for all staff employed on Agenda for Change Terms and Conditions. To update appraisers / line managers on the changes we have been providing 1.5 hour update sessions (in lecture theatre format) since January 2015 covering the key elements i.e.:-

- Equity and fairness;
- Shift from automatic reward for length of service to awarding for performance and delivery;
- Measurement which is based on performance strength comprising of delivery and approach; and
- Rewarding in line with Trust values and associated behaviours.

In improving appraisal quality a range resources have been developed to support staff including and Appraisal Toolkit and Frequently Asked Questions document.

A report on the 360 Feedback Tool and options available to the Trust was presented to the Executive Workforce Board on 17 March 2015 and further work is underway regarding leadership behaviours and the best tool to use.

5.4 Non-Medical Education

Health Education East Midlands (HEEM) report into non-medical education has confirmed the quality of education and support for learners is exemplary.

A collaborative agreement between De Montfort University (DMU) and the Nursing Directorate was confirmed at a Validation Event in December 2014. This agreement will support the delivery of 'in-house' degree level education for nurses in UHL for the next 3 years.

5.5 NHS Talent Management TM Tool

Introduction of NHS Talent Management (TM) Tool and roll out is planned for June 2015. This tool is aligned to the NHS Healthcare Leadership Model (2014). A more robust TM framework will capture talent data and put in place effective action plans to manage talent, at both strategic and operational levels.

6.0 QUALITY IMPROVEMENT AND INNOVATION

6.1 UHL Measure to Improvement Workshops

A “Measure to Improve” workshop was successfully delivered in January 2015, and positively evaluated by attendees. This focused on developing knowledge, skills and attitude in how data is used effectively to drive improvement. A repeat workshop is planned for May due to the level of interest and feedback received.

6.2 Leicester Innovation Improvement and Patient Safety Unit (LIIPS)

LIIPS is collaboration between academia and the NHS with the aim is to connect and share expertise, knowledge and support in service improvement across Leicestershire. A number of local NHS and academic organisations are actively involved in LIIPS including:-

- East Leicestershire and Rutland CCG
- Leicestershire Partnership Trust
- Leicester City CCG
- University Hospitals of Leicester
- West Leicestershire CCG
- De Montfort University
- Loughborough University
- University of Leicester

The governance structure consists of a Steering group, Core Development Group and three Working Groups. The working groups include Education and Training, Research and Evaluation and Service Improvement and will focus on improvement, innovation and patient safety.

6.3 Research and Development (R&D)

UHL is recognised nationally and internationally for its contribution and cutting edge research and innovation. Key actions for R&D include:

- LIFE Project; contractual issues being addressed; staffing structure are being developed
- 100k Genome project application has been successful and further partnership working with consortium partners and NHS England on project initiation will continue.

6.4 East Midlands Streamlining Programme

UHL has signed up to the East Midlands Streamlining Programme in October 2014 for which the vision is: “All Trusts across our region working together to provide a consistent and efficient way of operating within our Human Resources functions.”

The work streams that have been identified include:-

1. Recruitment
2. Occupational Health
3. Mandatory & Statutory Training
4. Medical Staffing
5. In addition Electronic Staff Records (ESR) underpins each of the above

A UHL Task & Finish Group has been set up to oversee the implementation of each of the work stream objectives, identify any interdependencies between work streams, ensuring UHL governance, risk & resources are appropriately identified and managed.

7.0 RECOMMENDATION

- 7.1 The Trust Board is asked to note and comment on progress with implementing the priorities of the Trust's Organisational Development plan, led through five work streams as set out in this report.

Learning into Action Newsletter

3rd Edition, March 2015

Our future depends on it

Dear colleagues

Once again this newsletter highlights the enormous number of exciting events and initiatives going on across the organisation and how linking with external partners helps to improve learning, recruitment and benefits for all our staff across UHL.

We have celebrated and recognised many achievements and successes over recent months including the **Mary Seacole Programme Graduation** and the **Learning and Performance Institute's**

'Learning Team of the Year' outstanding achievement. It has been great to hear of the successes of our **Bowel Cancer Screening Team** and learn about the new national **Bowel Scope Development Programme** that will help save many lives. Also it's great to hear that we have launched our new **Assistant Practitioner Development Programme** and I wish our Health Care Assistants well on their development journey. On a final note please 'do the right thing' for yourself, your colleagues and our

patients and find the time to keep on top of your **Statutory and Mandatory training.** We have made great strides this year but need to ensure there is a concerted effort over March to achieve our 95% target.

Well done to all

John Adler

Chief Executive



Learning & Performance Institute

UHL Learning Team of the Year Award Winners

The learning and development community's top organisations and outstanding individuals gathered together in London on 5th February 2015 to celebrate the 19th annual Learning Awards. Our Learning and Organisational Development Team and Listening into Action Team were finalists under the Learning Team of the Year Category and selected as the best of the best and won with the Learning Team of the Year Silver Award.



A stellar showcase of Learning and Development (L&D) excellence was present at the annual Learning Awards, which celebrates and honours excellence in the learning and development industry. Devised and hosted exclusively by the Learning & Performance Institute, the Learning Awards is recognised as the L&D sector's premier awards ceremony.

With a record number of submissions from individuals and organisations from across the globe, the winners were selected from a competitive field of entrants, all of whom demonstrated exceptional vision and depth in providing learning solutions with a proven business impact. Popular British television and radio presenter, Claudia Winkleman, hosted the event, which took place at the 5-star Dorchester Hotel, on London's Park Lane. The ceremony was filled with international figureheads from the global learning community, who joined the awards finalists to celebrate outstanding success across 14 award categories.

Learning Team of the Year – Sponsored by CEB

Gold Winner: Virgin Holidays

Silver: University Hospitals Leicester

Bronze: Dell

"Very many congratulations to the team – a great achievement up against such competition."

John Adler, Chief Executive



The Award Ceremony was attended by Bina Kotecha, Michelle Cloney, Kate Bradley & Helen Mancini



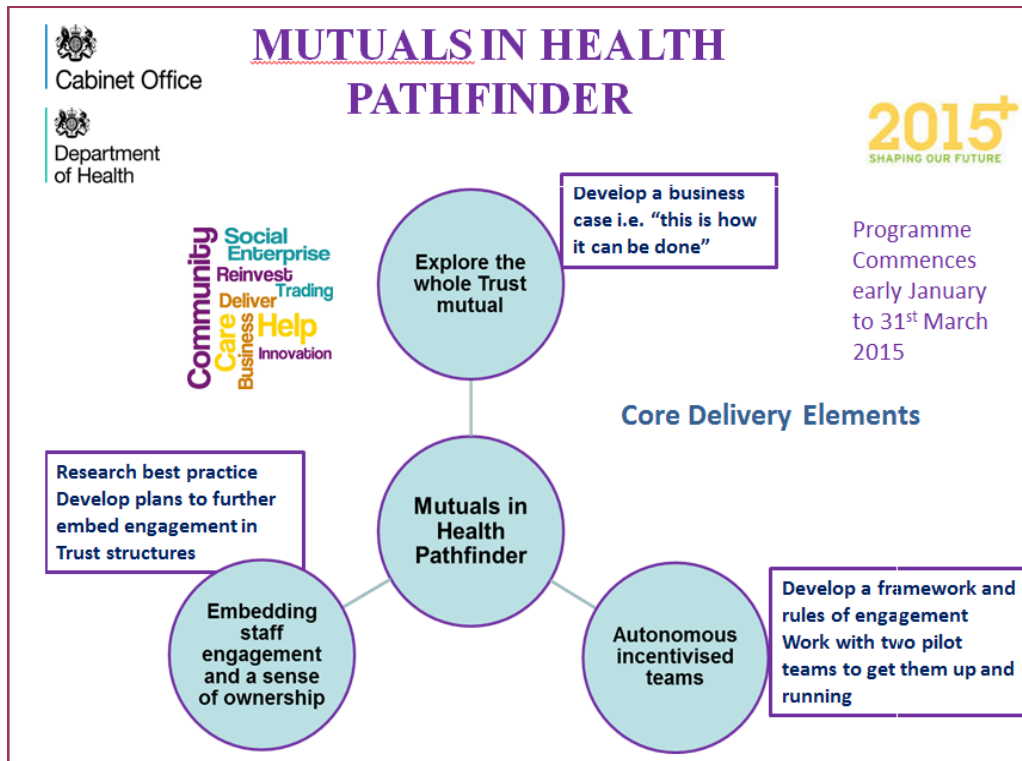
Cabinet Office

MutualsHealth Pathfinder
Raising the Bar on Staff Engagement -
Building on Listening into Action



Department
of Health

As you may know, we have been selected as a 'Mutuals in Health (MiH) Pathfinder' along with a further 6 NHS Organisations, with the scope and vision of our programme comprising three main elements as shown in the diagram below:-



As part of the MiH Pathfinder Programme we have been provided with bespoke technical, legal and consultancy support funded by Cabinet Office and the Department of Health.

The programme of work commenced with a kick off meeting in January 2015, following which we are undergoing a three month intensive period of work which will conclude by 31st March 2015.

Our partners **Hempsons, Albion and Stepping Out** have held a range of development and engagement workshops in taking forward this programme. A report will be produced, based on the conclusions and lessons learnt from the 7 Pathfinders and will make recommendations to the Government by May 2015.

As part of the pilot team work, we are working with Elective Orthopaedics, Trauma and Theatres and exploring how we can get them up and running as an Autonomous, Incentivised Team with the support of our partners. We will update you on progress in the next edition.

For further information contact Bina Kotecha, Assistant Director of Learning and OD at bina.kotecha@uhl-tr.nhs.uk

NEW PROGRAMMES COMING UP

Mindfulness Taster Workshop:

24th May 2015

Buddying (Welcoming) Workshop:

14th May 2015

Leadership Development:

Multi-Professional Three Day Egan Skilled Helper Mentoring Programme for senior leaders

Dates June and October 2015

For the above programmes contact:-

lauren.copland@uhl-tr.nhs.uk to book a place

helen.mancini@uhl-tr.nhs.uk for more information

Good to Great PG Certificate in Leadership:

Now recruiting for June 2015

Contact minaxi.mardania@uhl-tr.nhs.uk

For further advise on development programmes contact our Directions Service: thedirectionsservice@uhl-tr.nhs.uk

Statutory & Mandatory

TRAINING UHL



Excellence in Training
Excellence in Care

Please take the time to check your required training page and complete any out of date training asap.

Statutory and Mandatory training needs one final push to make sure that the Trust reaches 95% by the end of March 2015.

If you have any queries please email:

edward.thurlow@uhl-tr.nhs.uk

The East Midlands Leadership Academy

Inclusive Leadership for a Purpose

Congratulations to students on the **Mary Seacole Programme**. This years UHL graduates were all invited to the Award Ceremony on the 23rd January. We offer our congratulations to:

- * **Attilio Lotto, Consultant, Congenital Cardiac Surgery**
- * **Gavin Bennett, Senior Category Manager, Finance & Procurement**
- * **Neelam Potdar, Consultant, Gynaecology & Subspecialist Reproductive Medicine**
- * **Sarah Ritchie, Sister, Cardiology**
- * **Jessica Kennedy, Senior Radiographer**
- * **Nicholas Bland, Duty Manager, Operations**
- * **Robert Burd, Consultant, Dermatology**

To find out what about the all the Programmes the EMLA have available, visit- www.leadershipastmidlands.nhs.uk

Training now available



What is SystemOne?

SystemOne is a clinical application widely used across the community which allows health care professionals, GPs, Child Health Services, Community Services etc. to record patient information.

UHL have been given access to the EPR (Electronic Patient Record) Core module, the enhanced component will allow hospital staff VIEW ONLY access to relevant information which will help improve the care of patients admitted to hospital.

Only records of patients who have a SystemOne GP record and are recorded as a CURRENT IN-PATIENT at UHL can be accessed and viewed

The benefits

SystemOne now provides hospital clinicians with controlled access to GP records. This will give

significant improvements in clinical efficiency and patient safety. Trust clinicians will be able to access details of drug treatments, long term conditions, allergies and safeguarding regimes.

Providing access to records via SystemOne saves time for both hospital and GP staff, and improves efficiency and speed of response in the interests of patient safety.

Training and Access

Following the successful training and roll-out to pharmacy staff **our IT Training Team have produced an ELearning module for clinicians. Access to SystemOne is via your RA (Registration Authority Card)** Fore more details visit

<http://insite.xuhl-tr.nhs.uk/homepage/working-life/education--training/it-training/systemone>



In November seven young people joined the Trust as **Customer Service Apprentices**.

They work across the 3 sites in various departments and they will follow a programme which includes study days supported by our UHL's HR Vocational Training Team. During their programme they will gain the skills required to deliver excellent customer service and demonstrate the Trust values. Study days cover a range of topics such as Customer Service, Managing and Developing your own Performance, Understanding Employer Organisations, Products and Services, Communication and Handling Information.

In the workplace their managers, mentors and UHL's Vocational Assessors observe and verify their competency ensuring they meet the QCF national standards.

Lauren Bettany said *'I feel very settled in the job already, I am enjoying the role and feel welcomed by the team. I have*

enjoyed meeting new people and hope to have a career at UHL.'

Her manager Lauren Copland stated *'Lauren is gaining experience and confidence in the workplace, being given time off for study days to learn off the job and being paid.'*

Apprentices at UHL have a 12 month contract to complete their qualification. They are not guaranteed job at the end but most previous Apprentices have progressed onto a substantive position as their managers feel they have become an integral part of the team.

We see it as growing our own future workforce with the skills, experience and values we need

For more information, visit www.apprenticeships.org.uk



Lauren Bettany, Jordan Slack, Amina Hansrot, Ambreen Anwary, Nicole Allen, Nehal Dipac and Anneqa Hafezi

Are you protected against FLU??



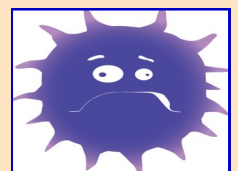
The Occupational Health Service in conjunction with our peer vaccinator colleagues based in the clinical areas have given at total of 5,199 flu vaccinations to UHL staff and a further 450 flu vaccinations to Interserve colleagues.

This has meant more frontline staff than ever before have been vaccinated with a total from 1/10/2014-31/12/2014 of 60.5% compared to 54% in total for the whole season finishing in February last year. This uptake compares favourably with other NHS Trusts in the East Midlands region.

There is still vaccine available for those who wish to have it – please contact your site based Occupational Health Department

	Total	%
Doctors	713	39.60%
Nurses	1805	49%
AHP	486	99%
HCSW	643	96.50%
Non clinical staff	552	

A breakdown in staff groups compared to the total number employed



In the spotlight - 'New' Assistant Practitioner Role

The introduction of the Level 5 Assistant Practitioner Programme commenced February 2015 with a small pilot group. The role of **Assistant Practitioner**, is being introduced and bridges the gap between the traditional healthcare assistant and registered nurse.

The Chief Nurse, Rachel Overfield, is a strong advocate for the Assistant Practitioner role. She says, *"Assistant Practitioners bring an important addition to the teams in front-line care and a very important role at UHL and with our local communities. It is essential that we embrace roles such as the Assistant Practitioner into our workforce. It offers a real career opportunity for existing band 2 and 3 staff who perhaps don't aspire to degree based courses; it offers teams a very stable element of folks who are likely to stay with us for many years; it gives a large pool of potential candidates at a time when we are struggling to fill band 5 posts and, if done properly, is safe and effective. I have seen these roles introduced into many areas in hospitals including wards and I am confident that it is the right thing to do."*



Our first group of learners gave us their comments,

- *"Before we studied to take on the extended role as an Assistant Practitioner we were stuck in a position as a healthcare assistant,"*
- *"At that time there was nowhere to go to advance"*
- *"I believe the Assistant Practitioner role is great for patients. It brings a good continuity in care and my hope is that patients get better care because of it."*
- *"It's a really patient focused role,"*
- *"Now when I am caring for patients I will have the underlying knowledge not just to carry out certain tests or treatment but to be able to explain why we are doing them. That can be so reassuring for a patient who might be frightened or anxious. I know there are so many excellent healthcare assistants at our hospitals and I'd encourage them not to sit back. If they can make the commitment, then training as an Assistant Practitioner has great rewards."*

Programme Contact:
sharon.baines@uhl-tr.nhs.uk

The Bowel Cancer Screening Programme (BCSP) was launched in Leicester in 2006 and In Feb 2014 -UHL became an independent screening centre. This screening programme is led by Specialist Screening Practitioners (SSP's), registered nurses who have completed extra training at John Moores University in Liverpool. After a successful 6 months, the BCSP Team joined the 2nd wave of a new national programme – Bowel Scope. This programme was launched nationally and could potentially save 1 in 300 lives a year - one life saved every 2 weeks! This gave us the opportunity to think how we could develop a new career pathway for non-registered nurses. Nationally the BCSP Team created some core competencies for the Assistant Screening Practitioner (ASP) but locally we felt the ASP's needed more education and support so working with Sharon Baines, Learning and Development Specialist we are in the process of writing a Foundation Degree (level 5 programme).



Rachael, Jenny, Sarah,
Melanie, Suzanne

We put together a very comprehensive pre-interview assessment and are very pleased to say we successfully recruited to all 3 of our newly created Assistant Screening Practitioners posts. The candidates commenced at the beginning of this year (the first Band 4 nurses to commence on the new career pathway) and they enrolled onto the Foundation Degree in February 2015.

Jenny and Rachael - two of the ASP's said, *"We are both excited and looking forward to developing this new role as the program grows and more GP's 'Go Live' with the Bowel Scope Programme. We are looking forward to starting our level 5 course work, which in time will hopefully see us recognised in our role as Assistant Practitioners."*

"As the role develops it is expected that we will become invaluable to the SSP's it gives us the perfect opportunity to set the standards and build a working relationship with the patients. We both believe the role of the ASP is the way forward for the NHS and we are both privileged to be amongst the first in the Trust to take on this role."

The Bowel Cancer Screening Team feels very privileged to be the pioneers for the Trust with this new career pathway for non-registered nurses – this is a very exciting time for the profession and we have aspirations for Leicester to become the training centre for all ASP's in the future.

**Karen Emery, Programme Manager,
Bowel Cancer Screening**



SALARY MAXING UPDATE

Staff Benefits Fair

Ahoy there!

Did you attend the Staff Benefits Fair and hunt for treasure at the start of March?

Once again we had a great turn out, with colleagues taking the opportunity to check out and take advantage of the extensive offerings available from UHL!

If you haven't done so already, take a few minutes to have a look at the superb range of Salary Exchange schemes that UHL has to offer.

>>> [Visit InSite/SalaryMaxing](#)

Look out for the photographs in the next edition!



Stop Press! Total Rewards Statements now launches from the 'Salary Maxing' Benefits Portal!

Many of our staff have already accessed their **Total Reward Statement** ('TRS') and are impressed with what the Trust has to offer. Now it's even easier to access your personalised information about the true value of your NHS employment package, including details about your remuneration together with any other benefits provided to you through the Trust.



>>> [Find out more and gain access by visiting InSite/TotalRewardStatements](#)

You'll be surprised!



'Salary Maxing' Car Scheme now available through the 'Salary Maxing' Benefits Portal!

The 'Salary Maxing' Car Scheme is now available through our exclusive 'Salary Maxing' Benefits Portal making it even easier to access!

Registering with the 'Salary Maxing' Benefits Portal will enable you to access a wealth of information about the 'Salary Maxing' Car Scheme including details of the extensive range of cars available to you, vehicle comparisons and quotations. You can even request your new car online!

The 'Salary Maxing' Benefits Portal also gives you easy access to our other superb Salary Exchange Schemes such as 'Park and Save', 'Salary Maxing' Cycles, 'Salary Maxing' Take IT, Home, 'Salary Maxing' for Accommodation and 'UHL's Childcare Voucher Scheme'.

Don't forget you can gain access from home, from anywhere, www.UHLSalaryMaxing.NHS.UK

It really is worth a look!

Salary Maxing Electric Vehicle Feedback

We've now received feedback from colleagues who took up the opportunity to test drive our 'Salary Maxing Electric Vehicle'. Reported as "good as a city commuting vehicle", feedback on the vehicle also includes comments on driving experience, mileage range and accessibility to charging points.

A range of drivers took our 'Salary Maxing Electric Vehicle' on it's travels including Midwives, Accountants, Physiotherapists, Administrators and Project staff, here's

what they had to say...

"Thank you so much for the opportunity to drive the Nissan Leaf electric car. It has been an eye opening experience into the growing world of electric vehicles."

"The Leaf itself is comfortable and very easy to drive. Its quietness of running takes a bit of getting used to but it becomes the norm so quickly that getting back into my normal car made me realise how noisy driving is. All in all, a great experience! In Leicester city and on the M1 the points are well placed and generally easily accessible. Rarely is there another vehicle on a station so access and use also wasn't a problem."

"The vehicle's performance was very good overall. In ECO modes it did feel a bit heavy and acceleration was sluggish but the power use was lower than in normal mode where performance was very lively, with extremely good acceleration but the trade-off is in power use and I found anything out of ECO mode drained power very quickly."

"The Nissan Leaf is a lovely car to drive, comfortable and spacious. I loved the reversing camera."

We've said good bye now to our 'Salary Maxing Electric Vehicle' - many thanks to Nissan, Tusker, Knowles and Plugged in Midlands for supporting the trial over the six months.

Our Annual Election Window

If you are in our Staff Accommodation at Leicester General or Glenfield Hospitals or using the staff car parks at any of our three main sites but paying from your Net pay you could change to Salary Exchange every March!

Between 1st and 31st March every year anybody

- Accessing staff car parking but not in 'Park and Save'
- Using our Staff Accommodation but not in 'Salary Maxing' for Accommodation

can change to using Salary Exchange (subject to employment checks) and pay a reduced amount of Tax, National Insurance and, where appropriate, Pension contributions because they will be calculated after your Accommodation / Car Parking

Everything can be done online!

Visit [InSite/SalaryMaxing](#)

NHS Pension Scheme Changes



The NHS Pension Scheme is changing - Ensure you are up to speed and establish if it affects you.

Visit [InSite/Payroll](#)



FREE HYPNOTHERAPY SESSIONS A THREE WEEK WEIGHT LOSS PROGRAMME

You **MUST** attend all three sessions and bring along a pillow or cushion.

Join John Peakman, Qualified Clinical Hypnotherapist



VENUE
Education Centre, LRI

DATES
Thursday 16th, 23rd &
30th April 2015

HOW TO BOOK
Visit InSite, Wellbeing at Work page and use the on-line booking

FREE LAUGHTER YOGA THERAPY

Join Kirti Sharma and let go of your inhibitions and enjoy the experience physically, psychologically and spiritually

VENUE
Available at all three sites

DATES
Thursday 16th April LGH
Thursday 14th May LRI
Thursday 18th June GH

HOW TO BOOK
Visit InSite, Wellbeing at Work page and use the on-line booking



FREE HEALTHY EATING COOKERY CLASSES A FOUR WEEK PROGRAMME

(UHL Lotto Members Only)

You **MUST** attend all four sessions

Learn how to cook wholesome and healthy meals for all the family.

VENUE
Leicester College

DATES
Tuesday 10th, 17th, 24th &
31st March

HOW TO BOOK
Visit InSite, Wellbeing at Work page and use the on-line booking



FREE POOL NIGHT

(UHL Staff Only)

Do you enjoy playing pool, come and join the pool knockout competition & Food will be provide

Prize for the Winner

VENUE
Rileys, Grange lane,
close to the LRI

DATE
Friday 20th March

HOW TO BOOK
Visit InSite, Wellbeing at Work page and use the on-line booking



If you have any queries please contact Marcella Burgess at Wellbeing@uhl-tr.nhs.uk

It is acknowledged that service needs are paramount, however, the Trust's Executive Team supports all Well Being activities and encourages as many staff as possible to be involved. As such operational managers wherever possible are obliged to facilitate this by considering requests from staff in relation to off duty rotas and flexible working hours to support staffs' involvement.



LEICESTER
HOSPITALS CHARITY
enhancing your hospitals



UHL staff are in a unique position that we are able to provide Well Being events for our staff using income from the Staff Lottery. Staff lottery income can only be used for the benefit of Staff, so join today! See Insite for more details.

