

3. Trainee Clinical Psychologist - Contractual Terms and Conditions

Health and Social Care Business Services Organisation (HSCBSO) is the trainees' HR department. Trainees are NHS employees who work under Agenda for Change terms and conditions of service – see <http://www.nhsemployers.org/tchandbook> for further information.

The Joint Programme Directors (Pauline Adair/David Curran) are the overall line managers and on placement the Placement supervisor acts as line manager. Line management may be delegated to other members of the DClinPsych programme team. Trainees must abide by the Terms and Conditions of the HSCBSO as laid down in their training contract issued at the start of the programme. Training contracts are renewed each year subject to the Doctorate of Clinical Psychology Board of Examiners' decision that trainees have passed the required modules and requirements to progress to the next academic year. If you are not able to proceed to the next stage of training until outstanding requirements have been met, and/or you are suspended and/or if you are asked to withdraw from training, your training allowance may be discontinued, notwithstanding any appeals in progress. It may, however, be reinstated if you are permitted to re-enter training.

Hours of Work / Attendance: It is assumed that trainees will be at their place of work during hours equivalent to a 9am to 5pm, five-days per week, although it is understood that the demands of the course will result in some variation around this. When on placement, trainees should normally conform to the working hours of the unit or clinic in which they are placed. Supervisors and trainees may negotiate somewhat different hours, and trainees may request changes in their working hours on occasions, but supervisors are not obliged to comply with these requests. The Joint Programme Director (Clinical)/Clinical Director (David Curran/David McCormack) must be notified of any special work hours agreed with the supervisor outside of normal working hours. As students of the University, academic and research requirements can at times require significant study time in the evenings and weekends so planning work well in advance of deadlines is important so as to avoid exhaustion as deadlines loom.

Research leave : Trainees will have allocated Study Days throughout the year which are shown on the teaching timetable. This time is to allow you to prepare for academic teaching, engage in required reading, review resources, and conduct research. Trainees can negotiate with their supervisors if they wish to take this at a different time to that scheduled in the timetable. The trainee should adapt to whatever arrangements suit the placement but must ensure that the time is taken for private study. The study day is not 'time off' but part of the contracted working week. Trainees should be contactable during dedicated study time, and available to attend meetings in the University as required.

Additional research study leave may be requested to facilitate aspects of the Large-Scale Research Project (e.g., data collection / write up) in Years 1, 2 and 3. All research study leave must be approved by the Research Director and Placement Supervisor (if leave is to be taken during a placement). Research leave cannot be taken on academic days. The maximum amount of time available for this is 15 days over the three years. No more than 5 days can be taken during a single placement and no more than 5 days across a single training year unless there are exceptional circumstances. This is applied for using the grid at the back of your annual leave card.

Study days must be included if they fall within a period of leave being requested. Thus, if two weeks Leave is approved this must not exclude days normally timetabled as Study Days.

Given the demands of training, trainees are not encouraged to engage in any additional work which could detract from energies devoted to training. The Working Time Regulations 1998 applies here (see Contract). Trainees should discuss any additional employment / work, they might wish to undertake, of an occasional nature, with the Joint Programme Directors and BSO.

Annual Leave *(please also refer to the flowchart in section 13)*

Trainees are entitled to **27** Annual Leave days per year (September – September) in addition to 10 Statutory Days (when on placement or at the academic programme) within the U.K. Annual Leave increases to 29 days after 5 years' continuous service and 33 days after 10 years. Confirmation from BSO/HR of any increase in annual leave due to long-term service should be forwarded by the trainee to dclinpsy@qub.ac.uk: an e-mail from the BSO is acceptable confirmation.

Trainees are permitted to take annual leave on a **maximum** of two academic days without a reason needed. The form 'request for leave on an academic day' should still be completed and sent to dclinpsy@qub.ac.uk along with your completed annual leave card. This form can be found on the trainee hub. Annual leave requested during placement should be discussed with your placement supervisor and approved before your Annual Leave card is signed by the overall line manager. Trainees are encouraged to plan annual leave well in advance, and in the interests of wellbeing to use annual leave at intervals throughout the year. It is best to negotiate Annual Leave dates with the Supervisor at the outset of a placement if possible. At least two week's notice must be given for any annual leave requests. **Any** leave requests which do not give at least two week's notice will be declined.

Trainees should try not carry over Annual Leave from one year to the next. This is to avoid the build-up of leave taken on a given placement which could compromise the trainee attaining the placement aims and experiences for the placement. When carrying over Annual Leave cannot be avoided, the permission of the overall line manager should be sought. No more than 5 days can be carried over. Days not taken in excess of this will be lost.

Requests for Annual Leave should be made on the Annual Leave card issued at the beginning of the academic year. Requests should be received well in advance, and not less than two weeks, of the dates in question. Trainees will be notified if there is a problem with the dates requested. Electronic annual leave cards should be completed and e-mailed to dclinpsy@qub.ac.uk. If placement days have been approved, your placement supervisors must be copied in as approval. This will then be processed by the programme and the updated annual leave card returned by e-mail to the trainee.

Statutory Leave: Trainees are entitled to the same 10 days of statutory leave as other clinical psychologists, whilst working in Northern Ireland (trainees on placement outside the U.K. should take the Statutory Leave days of the country in question). These are on or around the following days:

New Year's Day:	2 January 2024 (substitute day)
St Patrick's Day:	18 March 2024
Easter:	Easter Monday and Tuesday 01, 02 April 2024
Mayday:	1 May 2024
Spring bank holiday:	27 May 2024

July Holiday:	12 July 2024
August bank holiday:	26 August 2024
Christmas:	25 & 26 December 2024

If a trainee is required to work on a Statutory Leave day, he/she may take another day in lieu, but this must be agreed in advance with the overall line manager/placement supervisor.

Reporting Absence (*please also refer to the flowchart in section 12*):

Any reporting of sickness absence must be by telephone or via MS Teams directly to the Admin office before 9.30am on the first day of absence.

If there is no reply, please leave a message including a telephone number where you can be contacted if possible. If you are unable to phone yourself and have no-one else to do this for you, then an email to dclinpsy@qub.ac.uk can be sent but you must provide a telephone contact for a return call later that day.

When on placement, the person to phone is your placement supervisor as they are your line manager for the days you are on placement. In addition, an email to QUB dclinpsy@qub.ac.uk is also required for recording the absence and arranging a return to work when you return.

The programme is expected to do a **return-to-work interview** for every absence, even if this is one day. In most cases these will be done by phone/MS Teams where absence is limited to 1-2 days for a non-serious complaint.

The trainee must inform the programme by e-mail to dclinpsy@qub.ac.uk immediately he/she returns to work. In addition, a return-to-work form must be completed and e-mailed to the DClinPsy mailbox; This form can be found on the trainee hub.

If the absence extends beyond three days a **self-certificate** must be submitted to the dclinpsy@qub.ac.uk within six days from the first day of absence. If the absence extends beyond seven days, a medical certificate must be submitted.

Compassionate or Special Leave: Matters giving rise to applications for Compassionate or Special Leave are, by their nature, exceptional and each case is examined on an individual basis.

The granting of Compassionate or Special Leave is a matter for the HSCBSO or other employer. The employer would normally consider the line manager's recommendation. Such requests should, therefore, be made to the Joint Programme Directors via the Doctorate mailbox. An application for special leave form should be completed and submitted to the dclinpsy@qub.ac.uk. This form is also used to notify the programme about medical appointments. The special leave policy and application form can be found on the trainee hub.

Travel/Subsistence Expenses: Course procedures for travel/subsistence claims have been designed to meet the requirements of the HSCBSO, with which trainees will have contracts. Trainees may claim for:

- Travel/subsistence associated with placements
- Travel associated with the academic programme which requires the trainee to travel to a location other than the University work base.

You will be entitled to claim mileage at the rates determined by the BSO which is placement related mileage in EXCESS of normal home – university miles per day. All travel forms are approved by your Placement Supervisor who will send this directly to BSO with the programme copied in. The programme will carry out an audit of travel claims three times throughout the year.

You must complete travel forms with the utmost accuracy. Thus, ensure you only claim for travel completed (not just scheduled in the timetable) and make sure that mileage is not overestimated. Use of internet sites such as RAC route finder or google maps is recommended. **Inaccurate travel claims (by intention or not) can constitute fraud and disciplinary action may be taken.**

Professional Subscriptions: Trainees are strongly encouraged to become affiliate members of the BPS (British Psychological Society) and DCP (Division of Clinical Psychology – Affiliate Membership). This provides opportunities for getting to know about current issues for trainees on other courses, as well as those being discussed by the broader clinical psychology community. The Affiliates Group likes to have a named contact member from each clinical psychology course.

6.3 Professional Indemnity: While there is no requirement to take out Professional Indemnity Insurance, this is something the trainee may wish to avail of. Please see <https://www.hcpc-uk.org/registration/your-registration/legal-guidelines/professional-indemnity/> and advice from HCPC website below.

I am a student on an approved education and training programme. Do I need to have a professional indemnity arrangement in place for practice placements? If you are a student, you do not need to have a professional indemnity arrangement in place. The requirement to have a professional indemnity arrangement in place only applies to registrants (other than social workers in England) who have completed their education and training programme and who are now registered with us

It is important that trainees remember to be vigilant around emails and not to give out email addresses / contact details / ensure the sender of an e-mail is genuine before communicating. The HCPC has issued general guidance on the use of social networking sites. Trainees should also be familiar with the HCPC and BPS Standards of Conduct, Performance and Ethics regarding their use of social media.

BSO policies and procedures can be obtained from the programme office or on the trainee hub.

Trainees may also wish to join a trade union. Most clinical psychologists are members of Unite.

Attendance at conferences: Conference attendances are not generally approved as CPD as trainees are funded to be in the mainstream training programme. However, if deemed relevant / substantive to a placement, research, or future work priorities, trainees may ask for some support – financial and / or study time release. Applications for conference attendance should be in writing to the Joint Programme Directors.

Social networking: Many people use social networking sites (such as Facebook, Twitter, or personal Blogs) to keep in touch with friends and family. Trainees need to be aware that information placed in the public domain can readily be accessed by others, including clients. The use of social media also has implications for boundaries and confidentiality.

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The following BSO policies can be obtained from the BSO website via the Trainee Hub.

- Attendance at Work Policy
- Attendance at Work Procedure
- Capability Procedure - 2017
- Code of Conduct for Staff
- Conflict, Bullying and Harassment
- Dealing with Capability / Competence
- Disciplinary Procedure
- Drugs Alcohol and Substance Policy
- Employment Equality of Opportunity
- European Working Time Directive
- Family Pack
- Grievance Policy 2020
- Leave Pack
- Management of Change Framework 2021
- Menopause at Work Policy 2021
- Post Entry Training Policy
- HSC Selection and Recruitment Framework
- Secondment Guidelines 2017
- Social media policy 2018
- Working from home policy 2020
- Workplace Policy on Domestic Abuse 2022
- Zero Tolerance Policy

Or the direct weblink for BSO policies is

<http://www.hscbusiness.hscni.net/information/2688.htm>

Annual appraisal

Trainee appraisals are completed once per year (submitted in June) and reviewed by the Line Managers (or nominee) and your clinical placement tutor. These are designed to take an overview of the trainee's development towards the professional qualification in clinical psychology, highlight any gaps (e.g. in required clinical experiences), needs and interests and plan accordingly.