

## Physician Associate (University and Placement) Fact Sheet

### North West **Physician Associate** Pilot Programme

#### Application to Work Additional Hours/Additional Job

As an employee of **Saints Helens and Knowsley Teaching Hospitals NHS Trust (Lead Employer)** the students are required to request permission to work additional hours outside their contract of employment as a **Physician Associate** in training. In order to;

1. Ensure compliance with the letter and spirit of the Working Time Regulations. In particular we are insisting that any additional job provides for
  - a. A minimum daily consecutive rest period of 11 hours
  - b. A minimum rest period of 24 hours in each seven day period (or 48 hours in 14 days)
  - c. A minimum of 17 days paid leave/public holiday leave and 11 days unpaid leave
2. Ensure that their academic and clinical work is not suffering given the additional hours they are working/propose to work
3. Their health is not being adversely effected by the pressure they are under in having 2 jobs

#### **NB**

1. If their request means the average working hours, as laid down in the Working Time Regulations', will be regularly and substantially breached to such an extent that we would consider their wellbeing to be of concern - *then their request will be declined.*
2. Other than in exceptional circumstances (e.g. conflicts of interest) all other requests will be accepted, subject to the proviso that if the **Lead Employer, Health Education England** and or their **university** consider;
  - a. They are not making adequate progress,
  - b. Their academic work is suffering or
  - c. They are showing signs of tiredness, stress, ill-health, absenteeism, poor timekeeping etc. then this permission *will be withdrawn.*
3. The acceptance or not of them working additional hours is based strictly on the information set down by the student in the e mail they are required to send to the **Lead Employer**. If at any stage they wish to exceed those limits a fresh request will need to be made.
4. Where there are concerns that they may potentially be in danger of breaching the average 48 hour week they will be required to sign a 'Working Time Regulations' Opt Out.
5. If their request involves any secondary time off the programme e.g. for an induction their request will be declined.

In order to apply to work additional hours outside their contract of employment with **St Helens and Knowsley NHS Foundation Trust (Lead Employer)** they must follow the process below

Before undertaking any additional hours of work the student *must* e mail the **Lead Employer** at [Lead.Employer@sthk.nhs.uk](mailto:Lead.Employer@sthk.nhs.uk) requesting their permission for them to undertake a second/additional job.

In their e mail they must clearly state

- How many days/hours per week they are anticipating working in your 2<sup>nd</sup> job.
- When these days will be e.g. every Saturday, the third Sunday of every month.
  - What duties they will be undertaking i.e. care or retail and
    - Who they will be working for.

**NB** Allow 10 working days, as a minimum, for a decision to be made



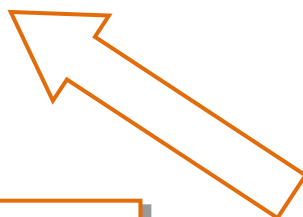
The **Lead Employer** will consider their request and based on the information they have provided and the constraints of the Working Time Regulations' will make a decision.



The **Lead Employer** will inform their **university** and **Health Education England** that they will be working additional hours outside their contract of employment.



The **Lead Employer** will inform the student of their decision, in writing, within 10 working days of receiving your



- If their circumstances change as in
- a. They are no longer working additional hours or
  - b. They wish to work more additional hours
  - c. They wish to change the nature or times of the hours they will work (e.g. the days of the week or the hours of the day)'

They must e mail the **Lead Employer** to inform them of this.

If there are any concerns that, as detailed on page 1, their additional hours are adversely affecting their studies the **Lead Employer**, following discussion with the **university**, may withdraw their approval for them to work addition hours.