



## **Norfolk and Waveney Reserve Scheme**

### **FAQs about working as a Reservist**

#### **1. What is a Reservist?**

The Reserve is a workforce programme aimed at providing additional workforce capacity during emergencies and surges in demand for health and social care services. A Reservist is a paid role that works on an 'as and when' demand basis to support services who need additional capacity. The roles are aimed at clinical and corporate professionals who want to continue practicing with a limited time commitment and seek an opportunity to deploy years of experience and knowledge in a variety of health and social care settings. Work within the reserve is not guaranteed and is subject to local and seasonal demand fluctuations.

#### **2. What is the commitment?**

As a Reservist you are required to work a minimum of 20 deployed days per year and undertake up to five days of training and 'keep in touch' time per year.

#### **3. Where will I be required to work?**

You will be able to work in a number of different deployments such as staff flu vaccination, COVID vaccination boosters, and to meet increased shift demand in a range of health and social care settings across the Norfolk and Waveney region. This could include working within community, mental health, social care or acute NHS organisations.

#### **4. Will I work alone or with others?**

Where possible we will try to deploy Reservists in small groups or with a colleague, but this will vary according to demand in local clinical settings. You will benefit from the knowledge and support of colleagues. There may be occasions where you will be deployed to cover a shift where demand for care is higher than usual, and this will require you to work as part of a multi-disciplinary team.

#### **5. Will I receive an induction or briefing before being deployed?**

As part of your training and induction, you will receive a comprehensive briefing about uniform policy, wearing masks, use of PPE and other local protocols including additional training required prior to undertaking the deployment. We will ensure you feel safe and competent before commencing.



## **6. What is the length of a Reservist shift?**

This will vary according to the deployment or requirement at the time and will be notified to you in advance of committing to work the shift. Shifts are generally shorter than ward-based shifts and typically 4-6 hours in duration. You will be required to work a mix of day and evening shifts across the working week as well as weekends.

## **7. What happens during 'keep in touch' sessions?**

Our keep in touch sessions are informal and friendly and we aim to make them educational and socially themed and allow you the opportunity to meet fellow Reservists, share knowledge, experience and celebrate success! They will be face to face and via Zoom.

## **8. What if I need to raise a concern during my deployed days?**

Raising concerns is an essential part of the NHS Freedom to Speak Up campaign and there is a protocol in place for doing so. You will have access to our Clinical Manager who can assist in investigating your concerns and providing all important pastoral care during your time as a Reservist.

## **9. What if I want to work more frequently and in a specialist role?**

If your desire is to work in a more specialist role and more frequently, our bank services will allow you to do that in several locations in community, mental health, social care and acute settings. We can refer you to 'join the bank' schemes which are a straightforward process, please email them on [office.staffbank@nnuh.nhs.uk](mailto:office.staffbank@nnuh.nhs.uk)

## **10. Why not simply sign up to the bank?**

The Reservist scheme isn't a replacement for the bank, it operates in addition to the bank for emergency and surge capacity when we need to commit additional resources from time to time. Work within the Reserve will be interesting and varied and allow you to work as required and within your defined availability. Many Reservists find this an interesting alternative to the bank where it fits with their lifestyle and desire for irregular paid work.

## **11. What will I be paid if I work as a Registered Nurse or Health Care Assistant (HCA) Reservist?**

All Reservists are paid on Agenda for Change (AfC) terms in line with other workers. The level of remuneration will depend on the requirements of the role and your skills. Typically, roles are in a range from B3 to B6. You can work in registered or unregistered assignments dependant upon your personal circumstances and registrations held. Full details of pay are in your grade dependant on post. Pay arrangement letter of registration



## **12. Will I be paid Agenda for Change (AfC) enhancements?**

If you meet the criteria for AfC enhancements in your Reservist role you will be entitled to enhancements.

## **13. Does working as a Reservist affect my tax?**

The tax position for each individual will be different as this depends if you have other roles outside of the scheme, receive a pension or other income.

We are not able to give you individual advice regarding your tax position and you should consult HMRC for clarity. Telephone 0300 200 3300 and have a note of your National Insurance number.

## **14. Do I receive overtime for Reservist shifts where I work an average of over 37.5 hours per week?**

No, there is no entitlement to overtime for hours worked on the Reserve Scheme.

## **15. How will I get payment for my Reservist hours worked?**

This will be automatically generated and calculated from workforce systems from once the worked shift has been verified/finalised for payment.

## **16. When will I get paid for hours worked on the Bank?**

You will be paid on a Friday for hours worked between Monday and Sunday of the previous week subject to your shifts being finalised by the weekly payroll cut off time. When a bank holiday falls on a Friday you will be paid on Thursday.

## **17. Will I receive holiday pay on the hours I work as a Reservist?**

You are entitled to 5.6 working weeks annual leave; this will be calculated pro rata for part time workers and is paid as a WTD payment each time you are paid for shift hours.

## **18. What period does weekly pay cover?**

If you work between Monday and Sunday you will be paid for the hours you have worked on the Friday of the following week



### **19. What if my circumstances change and I need to stop working or increase my working days?**

We fully appreciate that individual circumstances change and you can pause or resign from your Reservist assignment. If you wish to work more frequently we can convert your assignment to join the bank and this will give you the flexibility to do so. Equally you may wish to have time off or a dormant period as a Reservist this is absolutely fine. We you can resume working when you are ready.

### **20. What pre-employment checks need to take place?**

Before you can start work as a Reservist, we need to satisfy a number of pre-employment checks in line with requirements set out by NHS Employers. This includes DBS, verifying professional registration, proof of address and right to work in the UK. The scheme will meet the cost of the DBS.

### **21. Do I need health clearance to work in specific areas of the hospital?**

In most instances no, however you will need to have the required immunisations or Exposure Prone Procedure (EPP) area clearance to work in some areas of the hospital. This will be advised to you in advance of the shift or campaign. You will also need to consider if you require additional training to undertake EPP.

**(Note: - EPP areas are where a worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues for example bone or teeth; inside a patient's open body cavity or wound where the hands or fingertips may not be completely visible at all times)**

Relevant clearance and immunisations will be arranged before you undertake work in areas specified under EPP.

**As a Registered professional you have a personal and professional responsibility to protect yourself and those you care for by ensuring you have the relevant health clearance.**

### **23. I have not been assessed as being able to work in Exposure Prone Procedure areas can I work as a Reservist?**

Yes, you can work in non EPP areas.



**24. I am not EPP cleared can I work in EPP areas as a Reservist?**

No. You will need to be referred to the Workplace Health and Wellbeing team to arrange a review before signing up for shifts in EPP areas as you will need to be cleared to work in these areas.

**25. I have a health condition and am concerned about how my health may be impacted by working as a Reservist, what should I do?**

First, you will need to be referred to Workplace Health and Wellbeing Services.

**22. Who do I need to contact to work as a Reservist?**

Simply email ([nhsreserveeastofengland@nnuh.nhs.uk](mailto:nhsreserveeastofengland@nnuh.nhs.uk)) and we will be in touch to guide you through the simple process of becoming a Reservist.

**23. How will my time be managed as a Reservist?**

Your deployed days will vary according to demand, this many involve a block of days or single working days on a sporadic basis.

It is important that you make sure you have sufficient time off from work to have a healthy balance between work and home life. This means that in line with working time regulations you should:

- not be working more than an average of 48 hours per week
- have an 11-hour gap between shifts
- have one day a week off or two days over a fortnight
- utilise your annual leave entitlement

**24. Can I join the Reservist scheme if I have a substantive post in the NHS**

The most appropriate option would be to join the bank if you already hold a substantive contract and wish to work additional shifts. This does not exclude you from enquiring about the Reservist scheme. If you hold a substantive post outside the NHS, we welcome you to join the scheme.

**25. How do I find out what shifts/assignments are available for Reservists?**

You should contact the dedicated bookings team on [nhsreservebookings@nnuh.nhs.uk](mailto:nhsreservebookings@nnuh.nhs.uk)

**26. If I don't work as a Reservist for a while, will my registration be cancelled?**

You are able to take gaps between episodes of work, so taking time off is at your discretion and what makes the programme very popular. If you are a professional



registrant, you will need to average a minimum of 12.5 hours per month to remain clinically current and meet the requirements for revalidation.

## **27. Professional registration and competencies**

As required by the NMC Code you have a professional responsibility to maintain your own professional registration and revalidation to practice safely and effectively. The cost of professional registration is your individual responsibility.

### **27.1 Can I work in any ward/areas of the any hospital as a Reservist?**

You can work in any clinical area providing you have the clinical competencies to practice safely and effectively. You will also need to have the relevant health clearance. On occasion when working as a Reservist, you may be required to move to another area. You can deliver the general duties of the Registered Nurse role but will not be expected to perform tasks/duties which you do not assess yourself as having the required clinical competence for. You should make the clinical lead or manager of the service aware.

### **27.2 How can I gain the necessary competencies to work in other areas of the Norfolk and Waveney region?**

Our dedicated Clinical Manager will assist you in understanding the required clinical competencies to work in different environments across the Norfolk & Waveney region and the support packages available to help you attain those competencies.

## **28. Useful contacts**

### **Norfolk & Waveney Reservist Scheme**

#### **Email:**

[NorfolkWaveneyReservist@nnuh.nhs.uk](mailto:NorfolkWaveneyReservist@nnuh.nhs.uk) – if you are located within Norfolk & Waveney and would like to discuss anything related to the Norfolk & Waveney NHS Reserve

Nursing & Midwifery Council: [The Nursing & Midwifery Council - The Nursing and Midwifery Council \(nmc.org.uk\)](https://www.nmc.org.uk)

General Medical Council: [Home - GMC \(gmc-uk.org\)](https://www.gmc-uk.org)

Health & Care Professionals Council: [The Health and Care Professions Council \(HCPC\) | \(hcpc-uk.org\)](https://www.hcpc-uk.org)

We care together website: [Meet the incredible people that provide excellent compassionate care #WeCareTogether \(wecaretogethernw.co.uk\)](https://www.wecaretogethernw.co.uk)



*in* good health

The Norfolk and Waveney Health and Care Partnership

Health Education England: [Health Education England | Health Education England \(hee.nhs.uk\)](https://www.hee.nhs.uk)

Norfolk & Norwich University Hospital (NNUH) Bank: [office.staffbank@nnuh.nhs.uk](mailto:office.staffbank@nnuh.nhs.uk)

NHS Reserve: [NHS reservists | Health Careers](https://www.nhs.uk/careers/reservists)