



Covid-19 Vaccination Workforce Deployment

FAQs

V1

Introduction

These FAQs are for NHS staff, primary care staff, those working in Arms length bodies (ALBs) those working in Education and those not currently employed by the NHS. FAQs will be updated regularly. The questions and answers within are guided by the principles in the original Covid-19 memorandum of understanding (MOU) as outlined below:

- Staff redeployed at the request of their employer:
 - Remain on their employer's payroll
 - Remain on their current terms and conditions of service.
 - Have their pay protected so that they earn no less but if they work more hours or more unsocial hours, they receive this higher pay
 - Excess travel expenses and subsistence will be paid, or free accommodation arranged if needed

- Staff who volunteer to work additional hours on top their contracted hours:
 - Will be paid at normal bank rates for the role that they are undertaking
 - Hours worked will be booked and paid via their employing trusts bank
 - They will be paid the rate for the role they are undertaking with the lead employer
 - Excess travel expenses and subsistence will be paid, or free accommodation arranged if needed

Roles & Opportunities

Who can undertake roles in the Covid-19 Vaccination Pods?

Any registered Healthcare Professional including medical staff who have completed the relevant training can undertake any of the professional roles, provided they have their up to date GMC or professional registrations.

Other NHS staff in non-clinical roles or other health and social care setting roles who want to support the programme can carry out the non-clinical and support roles, with the appropriate training.

We are also recruiting to a wide variety of clinical and non-clinical support roles through our lead providers.

What are the Vaccinator roles?

There are two roles for registered health care workers and one that can be undertaken by non-registered health care workers:

- A band 6 clinical supervisor who will provide the supervision and mix and prepare the vaccine.
- A band 5 Registered health care role who will draw up vaccine and provide direct supervision to the immunisers.
- A band 4 Immuniser role, who administer the vaccine.

The full Job descriptions for each role can be viewed in the attached job descriptions below.



Covid-19 Vaccination Programme - RHCP C



Covid-19 Vaccination Programme Register



Covid-19 Vaccination Programme - Vaccina

Training & Professional Registration

What training is provided nationally, regionally and locally?

Nationally, all Covid-19 vaccine-specific training materials are now available via e-Learning for Healthcare platform, including the COVID-19 vaccine-specific chapter(s) which covers vaccine specific training.

Locally employers, will determine when face to face training is undertaken and whether there are other options for staff to complete equivalent local face to face training as an alternative to e-learning.

All mandated training must be completed before beginning work at a vaccine site.



Vaccination Training
Pathway v17.docx



COVID-19
Vaccination Programr

[COVID-19 vaccination training slide set](#)

[COVID-19 vaccination e-learning programme](#)

Find attached the Nine regulators and their professions overseen by PSA (Professional Standards Authority):



Registration
Body.docx

How do I access the vaccine training package?

The NHSE and PHE vaccine training package is now live on e-Learning for Healthcare platform. The training can be accessed by selecting 'COVID-19 Vaccine Training':

<https://www.e-lfh.org.uk/programmes/immunisation/>

<https://www.hse.ie/eng/health/immunisation/hcpinfo/vaccineordering/sopnio02.pdf>

Any face to face training dates can be discussed with local recruitment COVID-19 lead provider or your employer.

For information on standard operating procedures for vaccination in Primary Care, please visit the link below:

<https://www.sps.nhs.uk/home/covid-19/>

How long will the training take?

Registered HCPs who are experienced vaccinators with up to date mandatory training and anaphylaxis/BLS training may only need half a day to complete the COVID-19 vaccination-specific training.

For registered HCPs who are inexperienced in vaccination and non-registered staff, it will be dependent on their skill set and prior experience. The e-learning elements will only take a 2 -3 hours but the face to face element may take up to two days.

Non-registered HCPs will need a longer period of time to undertake all the statutory and mandatory training. This is estimated to be approximately 1-2 weeks.

All staff will also need on-site onboarding and an induction which would take approximately half a day. Inexperienced vaccinators (both registered and non-registered) will require a suitable period of supervised practice until both the individual and the assessor agree that they are competent, the length of time that this takes will be depend on the individual.

How do I record the learning I have done?

At present, completed training is not automatically uploading to the electronic staff record for all staff.

Users are required to take a 'screen shot' or 'print a certificate' when the training is completed as an insurance mechanism.

Logistics

Can I choose where to work?

Yes, you can choose which area that you work in. The vaccine sites are located on various sites across East of England, regions:

- Hertfordshire and West Essex
- Bedfordshire, Luton and Milton Keynes
- Cambridgeshire and Peterborough
- Norfolk and Waveney
- Mid and South Essex
- Suffolk and North East Essex

Will on-site parking be available?

On-site parking or suitable parking provision will be available to both staff and patients. Where relevant the cost of parking will be reimbursed to staff.

Is the site accessible by public transport? Yes. A majority of sites will be accessible by public transport.

What time will the pods be open? The vaccine sites/pods will be open 12 hours a day, 7 days a week. The expected times will be from 08.00 – 20.00 in most instances

There will be a mixture of shifts available, over the entire day, we can accommodate early, late, or short shifts.

Contractual arrangement and pay

If I am redeployed at the request of my employer, who will I be paid by? Staff will remain on their current employer's payroll on their original terms and conditions of service.

In line with original Covid-19 memorandum of understanding (MOU), staff will be protected so that they do not earn no less than their current pay whilst temporarily redeployed to support the vaccine pods.

Will staff be paid for working additional hours / unsocial hours? Staff who are redeployed and choose to work additional hours will receive an appropriate payment for this additional time in line with the band of the role being covered. Payment for unsocial hours worked will be paid in accordance to their terms and conditions of service.

If redeployed to work at a higher band, will I be paid at the higher rate? Staff who are redeployed to a higher band role will receive remuneration for the higher band and this arrangement will be through the local 'acting up agreement'.

Where possible, any acting up will be paid through their substantive employer's or payroll provider.

If I am redeployed to work at a lower band, will my pay terms and conditions be affected? No. Your pay and terms and conditions will be protected whilst you are redeployed to work in a lower band role during your contracted hours.

Staff will not suffer any financial detriment as a result of this temporary redeployment to the vaccine pods.

If I volunteer to work additional hours, who will pay for the extra hours worked? Staff who volunteer to work additional hours on top of their normal contracted hours will be paid at normal bank rates for the role they undertake.

Payment for any additional hours worked will be paid by their employer and then charged back to the Covid-19 budget.

How do I register my interest to work additional hours?

If you are interested in working additional hours or picking up shifts outside of your normal contracted hours, you should speak to your line manager about your plans before registering your interest with your lead provider who will ensure all of necessary arrangement are put in place to receive your bank payment.

If you are not currently employed in the NHS, you can still apply to join the bank through your local provider and work flexible shifts that suit you.

I am currently receiving additional enhancements, if redeployed will I continue to receive these payments at an enhanced rate?

Yes. Staff will be paid in line with the AfC enhanced rates for the relevant banding.

I am a health care professional who is part of a voluntary register (rather than an official RHCP), can I still support the covid-19 vaccination programme

Yes, there are several roles available to staff who are part of a voluntary register. Details of the eligible roles can be found in the job descriptions.

If redeployed or volunteering, will mileage expenses be paid?

Yes, travel expenses will be paid for travel between your normal base and the vaccine site.

All excess travel expenses and subsistence should be claimed through the employer's usual expenses process.

I would like to volunteer but do not want to be paid for any additional hours worked. Can I claim expenses/mileage?

Yes. Staff who volunteer but are unpaid, will be able to claim for excess travel and mileage at business rates through their normal expenses process with their employer. Such expenses can be charged back to the Covid-19 vaccination budget by the substantive employer.

No. Part-time staff who work additional hours will be paid at their plain time rates until their hours exceed their standard hours of working. In line with their terms and conditions. (Standard hours

of work: 37.5 hours per week for Agenda for Change, 40 hours per week for Medical and Dental)

I work part-time and want to work additional hours. Will I be paid overtime?

Also, for existing NHS staff working during their contracted hours, pension contributions will be paid as normal. If you work beyond a standard working week (either 37.5 / 40 hours depending on your role/contract) your additional hours will be reimbursed at the rate for the role that you are working at in the vaccination centre.

I currently work full-time, but want to do additional hours? Will this affect my pay?

Staff interested in working additional shifts over and above their normal contracted hours, will need to discuss with their current manager/employer (if you are currently in an NHS employment), to minimise impact on service and to ensure that an additional assignment number is generated on ESR for any additional work done.

If you are working additional hours you will be remunerated in line with the role you are carrying out in the vaccine pod.

For existing NHS staff working during their contracted hours, pension contributions will work as normal.

I am currently on bank as casual / zero hours worker and want to work on the vaccine pods. Would I be treated in the same way as other employees?

Yes. The expectation is that all categories of worker will be treated consistently and in line with all other employees in terms of remuneration. Pay for any scheduled work for staff within the relevant pay period based on average earnings over a set period e.g. 12 /52 weeks. If where such calculation is used, the employer would bear in mind that weeks not worked can be factored into the 12 / 52-week period.

As a staff member on VSM grade, I would like to do some shifts in the vaccine sites. Would I get paid?

You will not be paid for your time as a volunteer, but you may get money to cover expenses. Staff in bands 8 and above are not eligible to receive contractual overtime payments in line with section 3 of the NHS terms and conditions for any additional hours they work in excess of standard hours (37.5 per week). The following expenses will be reimbursed, providing receipts are attached to the claim form (unless otherwise stated):

- Bus/coach fares
- Train fares (second class only)
- Car parking charges
- Bridge tolls

- Mileage costs (mileage rates for business miles in a tax year (receipts not required))

How will the provider balance paying staff at higher bands with funding for a lower band role?

Staff will continue to maintain their higher band payment. Existing provider's budget should not be affected but plans would need to be put in place to recover any excess cost incurred from the Covid-19 funding.

To volunteer, do I need to join the bank to register my interest?

No. You will need to register your interest with the relevant lead employers for your local area and they will guide you through the process. Please use the local contact details below:

- **For: Hertfordshire and West Essex and Bedfordshire, Luton and Milton Keynes:** Dawn.coxon@nhs.net or Ruth.griffin2@nhs.net
- **For: Cambridgeshire and Peterborough and Norfolk and Waveney:** ccs.hrteam@nhs.net
- **For: Mid and South Essex and Suffolk and North East Essex:** Katherine.salmon12@nhs.net or for general queries contact epunft.recruitment.covid-19@nhs.net

Retired returnee / Pension

Is a pension payable?

For existing NHS staff working during their contracted hours, pension contributions will work as normal. Staff cannot pay into the NHS Pension Scheme for hours worked with NHS Professionals, but NHS Professional does offer its [own pension scheme](#).

For medical bank staff, pension contributions will depend on the individual's circumstances. For medical staff with a full-time contract in the NHS, pension is not payable. For those without a full-time contract in the NHS, pay is pensionable.

I am currently retired or on a career break and want to return to the NHS. Do I need to re-register with the GMC/NMC?

You may have already undertaken the necessary steps to join the COVID-19 temporary register for your relevant professional body. If not, further details and guidance can be found on the website of your professional body under the temporary register section.

A member of the BBS team or your local lead provider will contact you to discuss your registration status following receipt of your expression of interest.

Having recently retired and returned, am I able to work more than the 16 hours per week in the first four weeks following retirement?

The legislation announced on 17 March 2020 temporarily suspends the 16-hour rule which currently prevents staff who return to work after retirement from working more than 16 hours per week in the first four weeks after retirement. It will also temporarily suspend abatement for special class status holders in the 1995 section of the Scheme, as well as the requirement for staff in the 2008 Section and 2015 NHS Pension Scheme to reduce their pensionable pay by 10% if they elect to 'draw down' a portion of their benefits and continue working.

This is to allow skilled and experienced staff who have recently retired from the NHS to return to work, and to increase their commitments if required, without having their pension benefits abated. This will provide valuable capacity to the programme.

Bring Back Staff

As a BBS volunteer, would I be interviewed?

If you are interested to register and support the programme, please contact Sue Hatton at nursingandmidwifery.eoe@hee.nhs.uk who will ensure skills and areas of interest is matched.

As a BBS volunteer, would I need to complete any training?

Yes. All volunteers are required to complete relevant on-line training and induction programme.

As a BBS volunteer, would I be required to wear uniform?

Yes, it is important for all our volunteers to look smart and professional. The uniform also allows patients, staff and visitors to identify you easily. If required, you will be issued with a uniform that is appropriate to your volunteer placement. All volunteers will be issued with an ID badge that must always be worn whilst volunteering.

As a BBS who is currently receiving benefits, can I still volunteer?

Volunteering to support the Covid-19 vaccination will not affect any benefits that you are receiving, providing you still meet the conditions of the benefits you currently receive.