

REFER A FRIEND SCHEME

### Eligible roles:

**Newham and Tower Hamlets Community Health Services (Effective from 1 March 2018)**

* Band 5 and 6 Community and District Nurses
* Physiotherapists with community experience OTs with community experience
* Practitioner Nurses/Therapists with advanced assessment and prescribing skills
* Continuing Healthcare (CHC) Assessor

**Bedfordshire Community Health Services**

* Band 4, 5 & 6 Community Nurses
* Psychologists
* Occupational Therapists
* Band 3 Rehab Support worker
* Physiotherapists

**Luton and Bedfordshire**

* Band 5 & 6 Nurses – inpatient
* Psychological Wellbeing Practitioners
* High-Intensity Therapists
* Psychologists
* Occupational Therapists
* CAMHS qualified professionals Medical Doctors/ consultants (excluding Doctors in Training)
* Pharmacists and Pharmacy Technicians

**Primary Care**

* Hard to fill posts

## Refer a Friend Scheme

### Introduction

East London Foundation Trust (the Trust) recognises that our staff are the key to the successful delivery of high quality care and improvement. We are therefore keen for people with similar skills, experiences and approach to you to join our team.

If you are already employed by us and have a friend or family member who you think have the qualification, passion and empathy necessary to provide an exceptionally high standard of patient-centred care I aligned with our culture and values, this scheme outlines how you can introduce them to the Trust to help fill posts that are hard to recruit to.

If the introduction is successful and leads to your friend being appointed to a role within the Trust, you will both be entitled to an initial payment of £250 after your friend has been in post for three calendar months and a further payment of £250 each after they have been in post for a period of 12 calendar months, subject to meeting the terms of the scheme outlined below.

### Terms of the scheme

* All referrers must be employees or workers of the Trust including bank workers.
* Independent contractors are excluded from the scheme.
* Provided prospective candidates meet the Trust’s selection criteria, a payment of

£250 will be paid to both the current employee and the prospective employee after the prospective employee has been in post for a period of three calendar months. This payment will only be paid to the current employee if they are also still employed by the Trust.

* Provided there are no conduct or performance concerns with the prospective employee, a further £250 will be paid to both the current employee and the prospective employee after the prospective employee has been in post for a period of 12 calendar months. This second payment will only be paid to the current employee if they are also still employed by the Trust.
* Any payments are non-consolidated and will not count towards pension contributions, holiday pay or enhancements.
* Any payment made will be paid through the Trust payroll and subject to appropriate deductions for tax and national insurance in the normal way.

### Application and approval process

* Should a current employee wish to refer a family member of friend to the Trust, they should provide the name, address, contact details and relationship status of this person to their line manager, who will then forward these details to the relevant Recruitment Officer.
* The friend or family member should then view the list of current band 6 community nursing and social work vacancies on the NHS Jobs website/Trust vacancy bulletin and apply for a vacancy in the normal way
* Once your friend has successfully been appointed, you should both complete the relevant sections of the attached form within one month after the start date and forward it to the recruitment team for processing. Applications made after this deadline will not be accepted.
* The recruitment team will review the application, complete Section 3 and submit the form to the payroll team for payment of the initial £250.
* The transactional services team, using a bring forward system, will review the application after 12 months has passed from the date of the appointment of the prospective employee. If appropriate, they will complete Section 4 of the form and submit the form to the payroll team for payment of the second £250.

## Refer a Friend Application Form

|  |  |
| --- | --- |
| **Section 1. Current Employee Details** | |
| Name of current employee |  |
| Address |  |
| Contact number |  |
| Department |  |
| Job title |  |
| Assignment number |  |
| Relationship status with prospective employee |  |
| Current employee signature: I confirm the details of this application are accurate and  meet the terms of the scheme. |  |
|  | |
| **Section 2. Prospective Employee Details** | |
| Name of prospective employee |  |
| Post title applied for |  |
| Vacancy reference number |  |
| Address |  |
| Contact number |  |
| Relationship status with current employee |  |
| Prospective employee signature: I confirm the details of this application are  accurate and meet the terms of the scheme. |  |
|  | |
| **Section 3. Authorisation of appointment (Budget Holder)** | |
| Date of interview |  |
| Start date of prospective employee in post |  |
| Assignment number of prospective employee |  |
| Budget code |  |

|  |  |
| --- | --- |
| Approver signature |  |
| Approver name |  |
| Approver job title |  |

Once all relevant forms are completed, please send to [elft.hr@nhs.net](mailto:elft.hr@nhs.net).

Initial payment of £250 will only be paid to each member of staff when the new prospective employee has been in post for a period of three months.

Second payment of £250 will only be paid to each member of staff still in post at the end of the 12 months period.

Copy to payroll and personal file of current and prospective employees