Dear Colleague

Summary:

This pay circular informs employers of amendments to the Terms & Conditions of Service for staff employed on Specialty doctor and Associate doctor contracts in Wales, effective from the date of this letter.

Action:

<table>
<thead>
<tr>
<th>Schedule no.</th>
<th>Amendment detail</th>
<th>Date amended</th>
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<tbody>
<tr>
<td>10</td>
<td>Add: Upholding Professional Standards in Wales</td>
<td>September 2018</td>
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<td></td>
<td>Information on the procedure which sets out the approach for addressing concerns about capability, performance and conduct for all doctors and dentists in NHS Wales can be found at: <a href="http://www.wales.nhs.uk/document/272984">http://www.wales.nhs.uk/document/272984</a></td>
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<tr>
<td>14</td>
<td>Paragraph 9 Replace Where a doctor has been paid in their previous regular appointment in a lower grade (measured in terms of the current maximum rate of full-time basic salary) under these Terms and Conditions of Service at a rate of salary higher than or equal to the rate at which they would (were it not for this provision) be paid on taking up their new appointment, then their starting salary in the new appointment shall be fixed at the point in the scale next above that previous rate, or at the maximum if that previous rate were higher. With Where a doctor has been paid in their previous regular appointment in a lower grade (measured in terms of the current maximum rate of full-time basic salary) under a National Contract and Terms and Conditions of Service at a rate of salary higher than or equal to the rate at which they would (were it not for this provision) be paid on taking up their new appointment, then their starting salary in the new appointment shall be fixed at the point in the scale next above that previous rate, or at the maximum if that previous rate were higher.</td>
<td>May 2019</td>
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</table>

14 For both Specialty and Associate Specialist contracts Paragraph 21 (Additional responsibilities) added: Some Associate Specialists have additional responsibilities agreed with their

31 October 2019
Specialist contracts

employer which cannot reasonably be absorbed within the time available for supporting activities. These will be substituted for other work or remunerated separately by agreement between the employer and the Associate Specialist. Such responsibilities could include those of:

- Caldicott guardians
- Clinical audit leads
- Clinical governance leads
- Undergraduate and postgraduate deans, clinical tutors, regional education advisor
- Regular teaching and research commitments over and above the norm, and not otherwise remunerated
- Professional representational roles

Responsibilities of Medical Directors, clinical directors and lead clinicians will be reflected by substitution or additional remuneration agreed locally.

15 Associate Specialist contract only

Paragraph 17

Replace

15. If a doctor moves to a new employer shortly before an annual increment or progression through a threshold is due, the new employer will be expected to carry out the review required, within three months of the date that the doctor begins work for the new employer ("the date of employment"). If the annual increment or progression through a threshold is granted, pay shall be backdated to the date of employment. If such a review is not undertaken by the new employer within 3 months following the date of employment the provisions of paragraph 14 shall apply.

With

15. If an Associate Specialist moves to a new employer and both employer and employee agree that the doctor may retain the grade of Associate Specialist then the below applies:

16. If under paragraph 15 an Associate Specialist doctor moved to a new employer shortly before an annual increment or progression through a threshold is due, the new employer will be expected to carry out the review required, within three months of the date that the doctor begins work for the new employer ("the date of employment"). If the annual increment or progression through a threshold is granted, pay shall be backdated to the date of employment. If such a review is not undertaken by the new employer within 3 months following the date of employment the provisions of paragraph 14 shall apply.

Retire & Return

17. An Associate Specialist who retires may with the agreement of the employer and employee be reengaged also as an Associate Specialist.

Paragraph 16 becomes paragraph 18

17 For both Specialty and Associate Specialist contracts

Paragraph 6 for Associate Specialist contract;
Paragraph 7 for Specialty doctor contract:

Replace

The annual leave entitlement of doctors in regular appointment is additional to eight public holidays and two statutory holidays or days in lieu thereof. The two statutory days may, by local agreement, be converted to a period of annual leave.
With

The annual leave entitlement of doctors in regular appointment is additional to eight public holidays and three statutory holidays, or days in lieu thereof. The three statutory days may, by local agreement, be converted to a period of annual leave.

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<tr>
<th>17</th>
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<tbody>
<tr>
<td></td>
<td>Paragraph 27 for Associate Specialist contract, paragraph 28 for Specialty doctor contract</td>
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<td>Add</td>
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<td>The Injury Allowance provisions will apply as set out in the Wales Medical and Dental Handbook and should be read alongside the accompanying guidance issued by NHS Employers.</td>
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<tr>
<th>21</th>
<th>AS contract only</th>
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<td>Add paragraph 2</td>
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<td>Where Associate Specialists have been paid in their previous regular employment at a basic salary, including any discretionary points, higher or equal to the rate at which they would (were it not for this provision) be paid on taking up their new locum consultant appointment, then their starting salary in the new appointment shall be fixed at the next incremental point in the scale above that previous rate.</td>
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</table>

**Enquiries**

1. **Employees** must direct personal enquiries to their employer.

2. **Employers** should direct enquiries to [HSSWorkforceOD@gov.wales](mailto:HSSWorkforceOD@gov.wales)

3. Copies of this circular can be downloaded from the [HOWIS](http://www.howis.wales) website.

Yours sincerely

Helen Arthur

Interim Director, Workforce & Organisational Development

Cyfarwyddwr y Gweithlu a DS