Imperial College Healthcare NHS — NHS Trust

WCCS Division
ERAF36285

Enhanced Recruitment Authorisation Form

2nd May 2023

ERAF 2023/24

An approved ERAF is required for recruitment to all posts with the <u>exception</u> of the following:

i) Like for like recruitment to existing band 2 – 7 nursing & midwifery posts

ii) Like for like recruitment to existing band 2 – 7 allied health professional posts, Pharmacist and Pharmacy Technicians

iii) Trust grade recruitment to fill Deanery slot gaps

iv) Like for like recruitment to existing Trust grade posts supporting rotas

An ERAF is also required for Consultant, Locum Consultant, Specialist Grade and Locum Specialist Grade recruitment and extensions to fixed-term contracts including extensions to acting-up arrangements.

The ERAF is made up of five sections:

Section 1 – ERAF TYPE - to be completed for all posts

Section 2 – POST DETAILS - to be completed for all posts

Section 3 – REASON for RECRUITMENT - to be completed for all posts

Section 4 – VCG PANEL REVIEW - only to be completed for ERAFs requiring **VCG Panel review**

Section 5 – AUTHORISATION SIGN-OFF to be completed for all posts

SECTION 1 – ERAF TYPE
To be completed for all ERAFs
(please X box/boxes that best describe this ERAF

☐	☒	☐	☐	☐
Like for like	**New post**	**Post WTE change**	**Post grade change**	**Pay spend run-rate increase**

SECTION 2 – POST DETAILS
To be completed for all ERAFs

Post Number	**New post 47754310**
Post Title	**Fellow - Thoracic**
Band / Grade	
Doctors' Banding / Pas	**ST6**
Cost Centre Code	**RA070**
Department Name & Site	**Imaging**
Full-time / Par-time	**FT – 10 PA**
Part-time Hours per Week	Click or tap here to enter text.
Substantive / Fixed-term	**Fixed term 12 months**
End of Fixed-term Period	**12 months from appointment**
Name of Current Post Holder	**N/A**
Leaving Date of Post Holder	**N/A**
Do you have an evaluated JD for this post? (please X box)	**Yes** ☒ **No** ☐
If the job description is newly evaluated, please provide the job evaluation reference number;	Click or tap here to enter text.
Is this post suitable for an apprentice? (please X box)	**Yes** ☐ **No** ☒
If 'no' please add reason why:	Click or tap here to enter text.
Manager name & contact details (include email and phone number)	Ed Barden e.barden@nhs.net

SECTION 3 – REASON for RECRUITMENT
To be completed for all ERAFs
Please provide a brief and succinct summary of the reasons for recruiting

RMP have agreed to fully fund a post-CCT thoracic radiology fellow for 12 months to support the radiology side of the lung cancer screening service.

Confirmation of funding embedded below (part of the trust approved TLHC business case)

This post will help support the Targeted Lung Health Check Programme (TLHC)

Suggested Job plan for this role is below

- 1 lung biopsy slot (limited IR recovery capacity. Initially this could be supported by a consultant until the fellow has been assessed and deemed appropriate for indirect supervision. This should be a brief period, given we are targeting post-CCT fellows)
- Contribution to lung nodule/cancer/new screening review meeting
- 4 Thoracic reporting sessions
- 2 general sessions (US list/duty reporting) to maintain general reporting skills
- 1 admin/professional development session
- 1 cardiac CT session (can be replaced with thoracic reporting if necessary, but unlikely to attract fellows without this). Also, this would make fellows more attractive for future appointment
- 1 admin / professional development session to support the development of a networked approach to CT guided Biopsy provision in NWL

From: BURCHILL, John (RM PARTNERS)
Sent: Wednesday, March 20, 2024 3:59 PM
To: TODD, Catriona (IMPERIAL COLLEGE HEALTHCARE NHS TRUST) <catriona.todd1@nhs.net>
Cc: ALAVI, Afshin (IMPERIAL COLLEGE HEALTHCARE NHS TRUST) <afshin.alavi@nhs.net>; BARDEN, Edward (IMPERIAL COLLEGE HEALTHCARE NHS TRUST) <e.barden@nhs.net>; BLOCH, Susannah (IMPERIAL COLLEGE HEALTHCARE NHS TRUST) <susannah.bloch@nhs.net>; RADIOLOGYTPD (IMPERIAL COLLEGE HEALTHCARE NHS TRUST) <imperial.radiologytpd@nhs.net>; DERBYSHIRE, Jane (RM PARTNERS) <jane.derbyshire1@nhs.net>; MAHBOOBANI, Samir (IMPERIAL COLLEGE HEALTHCARE NHS TRUST) <samir.mahboobani@nhs.net>
Subject: RE: Thoracic radiology fellow

Hi Catriona
This is 1 year funding.
Happy to discuss.
Thanks
John

SECTION 4 - VCG PANEL REVIEW
If the ERAF meets any <u>one</u> of the following criteria then this section must be completed:

- **<u>All</u> ERAFs for <mark>directorates</mark> overspent against pay budget (ERAF exclusions still apply).**
- **Any ERAF requesting a new post (internally or externally funded).**
- **Any ERAF requesting new posts created from repurposing existing budgets.**
- **Any ERAF for like for like replacement for established clinical posts at Band 8c and above (including consultant/career grade).**
- **Any ERAF for like for like replacement for all non-clinical posts at band 8a and above.**
- **Any ERAF which increases the current pay spend run-rate.**
- **Any ERAF increasing existing post WTE or banding change <u>above</u> existing budget and banding.**
- **Any ERAF increasing existing post pounds (£) budget - must have approval from the Executive Management Board before being submitted for VCG Panel review; e.g. any posts related to a new**

Finance Team, please paste finance table here;

Post No / Funding mechanism	Current position 23/24				ERAF Proposal				Change: cost pressure/(saving)			
	Budget WTE	Actual WTE	Budget £	Run Rate £	Budget WTE	Actual WTE	Budget £	Run Rate £	Budget WTE	Actual WTE	Budget £	Run Rate £
A request to recruit an ST6 Fellow - Thoracic (**New post**)-12 month fixed term contract					1.00	1.00	84,569	84,569	1.00	1.00	84,569	84,569
The new post will be funded by RM Partners											-	-
											-	-
											-	-
											-	-
Change	**0.00**	**0.00**	**-**	**-**	**1.00**	**1.00**	**84,569**	**84,569**	**1.00**	**1.00**	**84,569**	**84,569**

Does this post require a change in ESR budgets			Yes	

	Current	Proposal	Change
ESR WTE Budget	-	1.00	1.00

Funded Within Existing Establishment	Yes

Value Not Within funded establishment	-
Unfunded posts with Exec agreed business case	Yes
Value not within Exec agreed business case	-

Note: if pay budget is being transferred from one division to another, please include confirmation that the budget transfer is scheduled for action/has been actioned

Table 1:		Pay Budget Baseline - YTD Position Month 11 - 2023/24						
	CC Hierarchy	Plan	Actual	Variance	Variance %	Post WTE	Staff In-Post WTE	Vacant WTE
Imaging Medical Staff	RA070	15,998,441.00	17,008,139.19	(1,009,698.19)	(6.31)%	155.70	128.42	27.28
Directorate	Imaging	44,521,471.00	44,443,693.28	77,777.72	0.17%	765.05	682.14	82.91
Division	Div Of Women Cardiac Clin Sup & Sexual H	174,323,483.00	179,146,291.01	(4,822,808.01)	(2.77)%	3,098.82	2,945.84	152.98

Table 2:		Activity & Income - YTD Position Month 11 - 2023/24						
Directorate Aggregate PODs:	Activity Plan	Activity Actual	Activity Var	Activity Var %	Income Plan	Income Actual	Income Var	Income Var %
A&E	0.00	0.00	0.00		0.00	0.00	0.00	
Block Adjustment	0.00	0.00	0.00		0.00	3,113,209.41	3,113,209.41	
Critical Care	0.00	0.00	0.00		0.00	0.00	0.00	
Daycase and Elective	52.91	40.67	(12.24)	(23.13)%	111,059.68	52,771.88	(58,287.80)	(52.48)%
Maternity	0.00	0.00	0.00		0.00	0.00	0.00	
Non-Elective	66.07	22.96	(43.10)	(65.24)%	296,167.13	69,668.36	(226,498.78)	(76.48)%
Other	80,216.53	71,542.33	(8,674.20)	(10.81)%	4,799,064.41	3,985,619.63	(813,444.78)	(16.95)%
Outpatient	49,735.21	58,985.15	9,249.93	18.60%	20,541,906.47	19,844,860.64	(697,045.83)	(3.39)%
Total	**130,070.72**	**130,591.11**	**520.39**	**0.40%**	**25,748,197.70**	**27,066,129.92**	**1,317,932.22**	**5.12%**
Divisional Aggregate PODs:	Activity Plan	Activity Actual	Activity Var	Activity Var %	Income Plan	Income Actual	Income Var	Income Var %
A&E	0.00	0.00	0.00		0.00	0.00	0.00	
Block Adjustment	0.00	0.00	0.00		0.00	4,795,473.55	4,795,473.55	
Critical Care	15,133.85	15,638.86	505.02	3.34%	13,439,699.86	13,673,413.22	233,713.36	1.74%
Daycase and Elective	13,373.46	13,230.33	(143.12)	(1.07)%	37,228,402.90	32,236,153.61	(4,992,249.29)	(13.41)%
Maternity	22,324.98	23,013.00	688.02	3.08%	57,162,946.38	59,223,534.41	2,060,588.03	3.60%
Non-Elective	24,547.37	24,645.80	98.43	0.40%	35,008,739.09	31,835,519.95	(3,173,219.14)	(9.06)%
Other	161,969.92	144,704.28	(17,265.64)	(10.66)%	23,960,080.58	22,750,015.72	(1,210,064.86)	(5.05)%
Outpatient	297,291.12	372,195.69	74,904.57	25.20%	44,936,516.27	43,994,972.54	(941,543.73)	(2.10)%
Total	**534,640.68**	**593,427.96**	**58,787.28**	**11.00%**	**211,736,385.08**	**208,509,083.01**	**(3,227,302.08)**	**(1.52)%**

Table 3:		Efficiency Performance - YTD Position Month 11 - 2023/24		
	CC Hierarchy	Target	Delivery	Undelivered	Variance %
Imaging Medical Staff	RA070	0.00	0.00	0.00	0.00
Directorate	Imaging	2,075,192.00	757,185.00	1,318,007.00	63.51%
Division	Div Of Women Cardiac Clin Sup & Sexual H	9,246,740.00	5,198,386.00	4,048,354.00	43.78%

Requesting Manager: Catriona Todd   **Date:** 20.03.2024

Divisional / Corporate Finance Team: Helen Chinyere   **Date: 26/03/2024**

Divisional / Corporate Director or Panel: Amrish Mehta/Patricia Reyes/Cathy Hughes   **Date: 28.3.24**

The completed and signed ERAF should now be sent to: imperial.eraf@nhs.net

People Planning Team: _(signature)_ Penny parker (Arwa Mohamed)   **Date: 08/04/2024**

Please commence recruitment within 3 months from the date the ERAF is signed off and returned to you by the People Planning Team. If you go beyond the 3 months to start the recruitment process then please email Pen Parker penny.parker1@nhs.net for advice.

Equity Statement

To achieve equity requires us to recognise that we do not all start from the same place, and that some people may need more or different support or resources in order to achieve the same outcomes as others. We are committed to achieving equity of access, outcomes and experience for all our patients at the Trust – think, how is this role going to support this?

ERAF key points and completion notes

An approved ERAF is required for recruitment to all posts with the <mark>exception</mark> of the following roles:

    i)   Like for like recruitment to existing band 2 – 7 nursing & midwifery posts
    ii)   Like for like recruitment to existing band 2 – 7 allied health professional posts, Pharmacists and Pharmacy Technicians
    iii)   Trust grade recruitment to fill Deanery slot gaps
    iv)   Like for like recruitment to existing Trust grade posts supporting rotas

An ERAF is also required for Consultant, Locum Consultant, Specialist Grade and Locum Specialist Grade recruitment and extensions to fixed-term contracts including extensions to acting-up arrangements.

The ERAF is made up of five sections:

Section 1 – to be completed for all posts
Section 2 – to be completed for all posts
Section 3 – to be completed for all posts
Section 4 – only to be completed for ERAFs requiring **VCG Panel Review** and approval
Section 5 - to be completed for all posts

Vacancy Control Group (VCG) Review:

VCG Panel review and approval is required for any ERAF meeting any **one** of the following criteria and requires **Section 4** of the ERAF to be completed as well;

- All ERAFs for <mark>directorates</mark> overspent against pay budget (ERAF exclusions still apply).

- Any ERAF requesting a new post (internally or externally funded).

- Any ERAF requesting new posts created from repurposing existing budgets.

- Any ERAF for like for like replacement for established clinical posts at band 8c and above (including consultant/career grade).

- Any ERAF for like for like replacement for all non-clinical posts at band 8a and above.

- Any ERAF which increases the current pay spend run-rate.

- Any ERAF increasing existing post WTE or banding change above existing budget and banding.

- Any ERAF increasing existing post pounds (£) budget - must have approval from the Executive Management Board before being submitted for VCG Panel review; e.g. any posts related to a new business case or significant service restructure.

Completing the form

Section 1 – ERAF Type: to be completed for all ERAFs:

- Please indicate/tick the boxes for which category/categories the ERAF falls into.

Section 2- Post Detail: to be completed for all ERAFs:

- All parts of section 2 should be completed and 'n/a' added where not applicable.

- If you are requesting a new post number then please add 'tbc' within the post number field.

- If you are requesting a new post created from other existing posts please add this detail into the post number field as well.

- Yes/No must be indicated to confirm that you have an evaluated JD for the role and banding of the post – ERAFs cannot be processed without this.

- If the job description for the role is newly evaluated then please add the job evaluation reference number as indicated on the ERAF.

- Please do indicate yes/no for the role being suitable for an apprentice and if 'no' then please state the reason why.

Section 3 - Reason for Recruitment: to be completed for all ERAFs:

- Add a succinct and brief paragraph outlining the key reasons for recruitment to the role.

- If the ERAF is for a new post related to an approved business case or service change then please attach those documents when submitting the ERAF.

- If the ERAF is for a post funded by another Division, please include confirmation of this and/or the budget transfer.

- If the ERAF is for a new post relating to a restructure then please add a 'before' and 'after' departmental structure chart to the ERAF.

- If the ERAF is for a new post created from other existing posts then please include the detail of this including the service delivery requirement supporting the requested change.

- If the ERAF is for a new post created from external funding then please include the detail of this.

- If the ERAF is for a new post created from internal funding then please include the detail of this.

- If the ERAF is to increase an existing post WTE or banding beyond the existing budget funding then please include the service delivery requirement supporting the requested post change.

Section 4 – VCG Panel Financial Table & Additional Information: to be completed for all ERAFs requiring VCG Panel review:

- Similar to the last version of the ERAF form, the detail position specific finance table will continue to be a requirement in the new form. This would capture the budget and actual spend before and after the propose ERAF change.

Table 1: Pay budget baseline - YTD position Month XX - YYYY

CC Hierarchy	Plan	Actual	Variance	Variance %	Post WTE	Staff Inpost WTE
Cost Centre						
Directorate						
Division						

- In addition, to the detail position level budget and actual, a cost centre/directorate/divisional year to date pay budget position is also required to give further context to the financial sustainability of the service requesting recruitment approval (please see table 1 above).

Table 2: Activity & Income - YTD position Month XX - YYYY

CC Hierarchy	Activity Plan	Activity Actual	Activity Var	Activity Var %	Income Plan	Income Actual	Income Var	Income Var %
Directorate								
Division								

- Similar to the last point, an activity and income position is required to be detailed in Table 2, at directorate and divisional level only.

Table 3: Efficiency Performance - YTD position Month XX - YYYY

CC Hierarchy	Plan	Actual	Variance	Variance %
Directorate				
Division				

- The last table presents the efficiency delivery performance, at directorate and divisional level for the service in question (please see table 3 above).

Section 5 - Authorisation: to be completed for all ERAFs

- Signatures must be obtained from the requesting manager, finance team and divisional/corporate director.

- Once these signatures have been added the completed ERAF should be sent to **imperial.eraf@nhs.net**

ERAF expiry date

- Once an ERAF has been fully approved and returned to you by the People Planning Team, the recruitment process must commence within 3 months of that date.

- If you do not start the recruitment process within this 3 month window then please email Pen Parker **penny.parker1@nhs.net** for advice.

Re-using an approved ERAF

- If you have an approved ERAF which has resulted in a failed recruitment episode, and you wish to re-advertise then please email Pen Parker **penny.parker1@nhs.net** for advice**.**

If you have any queries regards completing the ERAF, please email them to imperial.eraf@nhs.net or contact Pen Parker penny.parker1@nhs.net / ext: 26853 / 07917 504068