

REPRESENTATIVES' BRIEFING



Time to get serious about Annex T!

In July 2005, the Society of Radiographers (SoR) issued its policy on accelerated career progression and the application of Annex T. The policy was issued to NHS employers and briefings were provided for SoR accredited representatives and managers of imaging and therapy departments.

The SoR recognises that in the period since July 2005 the energy of members, representatives and managers has been channelled towards completing the matching and review process. However, for many members this process is now coming to an end and the SoR believes that it is time to re-launch our policy on Annex T.

The SoR expects that Annex T will apply to all newly qualified radiographers and issues this guidance to facilitate useful and productive discussions which will lead to local implementation.

Implementation: A practical guide

Be prepared!

Before doing anything else, SoR representatives should make sure they are familiar with Annex T and the SoR advice issued in July 2005. These documents can be found on www.sor-afc.org

You should try to anticipate any questions that might be raised by managers, HR departments, or members. The SoR has supplied a Q&A sheet, which should help with this preparation. The particular situation in individual departments will vary and SoR reps should consider this in their preparations.

The SoR is issuing advice to radiology and radiotherapy managers, which should enable partnership working to implement Annex T.

Take the members with you!

It is important to ensure that members understand the benefit of Annex T and support joint working to implement it locally.

The next step is therefore to arrange a members' meeting to discuss the implications of Annex T and to gain members' support. This meeting should include all members, not only those immediately involved, as senior staff will need to be involved in the preceptorship process.

Meet the management

Having done the preparation and got the members on board, the next step is to meet with your manager. It is useful to be clear about the purpose of the meeting and to supply your manager with copies of the SoR publications on Annex T and Career Progression prior to the

meeting – if they haven't seen them already.

This gives your manager the opportunity to consider their response and prepare any questions or points for discussion. The manager may decide that they want a member of the Human Resource Department to attend.

It is advisable for SoR reps to take another member into any meeting with the specific purpose of taking comprehensive notes and providing moral and practical support. The obvious choice would be another SoR accredited representative (IR, H&S or Learning Rep) but any willing and supportive member is acceptable.

Because you, the SoR rep, have called the meeting, you will be expected to lead it. It is useful to prepare a short introduction explaining the purpose of the meeting. This should be followed by a clear explanation of the SoR policy on Annex T and then specific proposals as to how it will be implemented in your workplace.

It is unlikely that the issue will be sorted out in one meeting so at the end of this first meeting make sure that you:

- Summarise the points discussed;
- Agree any actions - including who will do them and by when;
- Agree a date for a future meeting.

Moving forward

Following that first meeting, there may well be a series of meetings over a period before agreement is reached. However, negotiations cannot be allowed to drift and so reps are advised to keep in contact with their Regional Officer so

that advice can be given on an on-going basis.

The agreement

The final agreement may be based on the model agreement provided, but whatever agreement is reached, it should include the following:

- Brief introduction to the agreement which includes the principle that Annex T will apply to all newly qualified radiographers.
- Detail of how radiographers will move from Band 5 to Band 6 under Annex T, ie how to measure career progression.
- Details of how progress will be supported and monitored to ensure that radiographers succeed in moving on to Band 6.
- What will happen to radiographers who fail to fulfil the criteria for reason of pregnancy, illness etc.
- What will happen to radiographers who appear to be unable to meet the criteria for reasons of competence?
- What happens to radiographers employed since October 2004 who should have had the opportunity for accelerated career progression under Annex T?
- A date for review – probably in 12-18 months.

Blow your own trumpet!

When you have succeeded in reaching agreement, let us know. The Society is keen to publicise agreements and will be doing so through the pages of Synergy News and Top Talk, the SoR's e-magazine for managers.

Questions and answers

Q: Our Trust says that Annex T only applies to Midwives. Is this correct?

A: No, this isn't correct. This misunderstanding has come about because midwives are given as an example within the text of Annex T. The wording of the agreement makes it clear that there are other groups of staff to which it applies. The use of the plural, 'groups of staff', rather than the singular in the agreement indicates that midwives are merely one example.

Radiographers have a particularly strong case to argue that Annex T should apply to them since, with midwives, they are the only group of staff who had an established link between the Whitley starter grade and the normal working grade, Senior II. In the case of radiographers, this was in the form of 'linked grade' agreements at local level. Many employers have benefited from implementing the linked grade and Annex T should provide the same benefits in terms of recruitment, retention and service delivery.

Q: How do we know that radiographers have undergone accelerated progression?

A: The central tenet of Annex T is that in order to move from Band 5 to Band 6 under this agreement, radiographers must demonstrate that they have developed in the two years since qualification to the point that the job they are now doing is equivalent to a low Band 6 job.

In order to establish that this is the case, there must be some means of measuring the job weight. This can be done in a number of ways, any of which are acceptable providing that the hurdles are not set too high and that they satisfy both staff and management expectations.

Examples of how Annex T might be applied are:

- Departments which had a 'linked grade' system in place may want to use the same or similar competencies to measure when a newly qualified radiographers has developed sufficiently to merit re-banding to Band 6. This has already been put in place in a number of Trusts (See List).
- Departments may use the KSF sub-outline for a low weighted Band 6 job and the KSF Development Review Process to monitor and measure development.

Q: Senior II radiographers in our Trust are still on Band 5. How does this fit in with Annex T?

A: The Society of Radiographers believes that the Senior II radiographers should be matched at Band 6. Senior II radiographers who have been matched at Band 5 should ask for their matching to be reviewed, especially if the



amended Band 6 profile was not used in the original matching process.

If there are large numbers of Senior II radiographers who remain on Band 5 after matching then you should contact your Regional Officer to discuss the problem.

Q: In our trust we have people with lots of experience who didn't succeed in moving from radiographer to Senior II using the linked grade agreement. What can we do about them?

A: If there was a linked grade agreement in place then the radiographers in question should have been supported through the process. They should have been assessed regularly to see how they were progressing and extra training put into place if they were falling below expectations. Any radiographer who did not meet the linked grade criteria should know why. If they didn't agree, they should have appealed against the decision at the time. Radiographers in this position must use the KSF and the development review process to acquire knowledge and skills, which will enable them to apply for Band 6 jobs.

If there wasn't a linked grade agreement in place, then radiographers who qualified prior to 1 October 2002 must use the KSF and the development review process to acquire the knowledge and skills, which will enable them to apply for Band 6 jobs.

Annex T only applies to newly qualified radiographers because it is meant to reward accelerated career progression and so cannot

be applied to radiographers who have been qualified for a considerable period.

Q: What can we do about people who qualified prior to 1 October 2002?

A: If these radiographers were employed on a linked grade contract, then either the linked grade agreement should apply to them as per their contract, or any new Annex T agreement should apply.

If they radiographers were not employed on a linked grade contract, then reps must seek to agree with their manager that Annex T will apply to these staff. Such staff will probably not need two years to meet the criteria.

In any event, Annex T came into effect from October 2004 and should apply to all radiographers who were within two years of qualifying on 1 October 2004. They should not be penalised simply because it has not been applied in their trust to date.

Q: Will radiographers need a new job description when they move to Band 6?

A: No, they shouldn't because the job description that they are given at the beginning should reflect the expected career progression. Equally, the KSF sub-outline will reflect the substantive job. The Annex T agreement should make clear the degree of development that the trust expects of radiographers during their preceptorship period on Band 5.

Q: What if every radiographer progresses to Band 6 and there are no Band 5

radiographers in the department?

A: This doesn't matter. As with the linked grade, Band 6 is the normal working grade of a radiographer. The Society of Radiographers expects that the vast majority of radiographers will be doing jobs that merit Band 6 within two years of qualification. This is because the service requires "a degree of autonomous decision making which exceeds that normally associated with jobs allocated to Band 5."

The linked grade proved that the old idea of an establishment with a set number of different grades no longer applies. Radiographers must be graded appropriate to the job they are expected to do.

As with the linked grade, it is open to the service manager to decide whether to replace like with like when a Band 6 radiographer leaves or is promoted. In many cases, a Band 6 radiographer will be replaced with a newly qualified radiographer to whom Annex T will apply.

Q: Are those radiographers promoted under Annex T 'real' Band 6 radiographers?

A: Yes, absolutely! In order to move from Band 5 to Band 6 radiographers must prove that they meet the criteria agreed in the department that show that they are performing at Band 6.

Q: What sort of KSF outline will they have?

A: Radiographers employed under the auspices of Annex T are employed to fulfil a low weighted Band 6 job within two years. The KSF

outline will be for a low weighted Band 6 job. In order to move from Band 5 to Band 6, radiographers will need to show that they meet the criteria of the KSF sub-outline for that job. How this is done is to be agreed at local level.

Q: Why should radiographers with only two years experience move on to Band 6 when others have been working for years and are stuck on the top of Band 6?

A: The Agenda for Change Job Evaluation Scheme measures the weight of the job that radiographers actually do. Any radiographer who meets the criteria for Annex T legitimately, deserves to be on Band 6. It will, however, take them some years to reach the top of the band because they will be starting at the bottom. Band 6 is a long Band and will encompass staff with a variety of skills. However, it is not legitimate to withhold Band 6 from staff who can demonstrate that they qualify, simply because others are operating at the top end of the Band.

The purpose of Annex T is to reflect the fact that the service needs radiographers to develop quickly and take on appropriate levels of responsibility.

Radiographers who are at the top of Band 6 should seek to use the KSF Development Review Process to acquire the skills necessary to apply for a Band 7 job, if that is what they want.

Q: Will radiographers lose their protected hours when they move on to Band 6 under Annex T?

A: No, they shouldn't. Radiographers employed under the auspices of Annex T are employed to fulfil a low weighted Band 6 job within two years. Movement on to Band 6 under Annex T is not a promotion but an expected progression after a period of preceptorship. The post is a Band 5/6 post and so does not constitute movement to a new pay band or post.

Q: What happens if we don't have a local agreement on Annex T?

A: The majority of departments have seen the benefits of the linked grade agreements and it is expected that they will welcome the ability to reproduce these benefits under the auspices of Annex T.

Since the introduction of the linked grade, newly qualified radiographers have rightly expected to progress beyond the starter grade within two years. The culture has changed and radiographers are no longer prepared to spend many years in the bottom band. CPD and KSF will continue to raise expectations. One of the ways of meeting these expectations is to implement Annex T.

Not having a local agreement on Annex T will affect recruitment and retention. Radiographers employed under Annex T have the prospect of earning considerably more than those stuck on Band 5.

In addition, departments are likely to have to deal with individual grievances from newly qualified radiographers who believe that Annex T should apply to them.

Q: Our trust is in financial difficulties – how can we implement Annex T?

A: Annex T is part of the Agenda for Change agreement and therefore part of the individual radiographer's contract of employment. As such, it must be honoured.

The financial impact on trusts of applying Annex T will not be felt for two years and so will not impact on immediate financial difficulties. In reality, because of the overlap between pay Bands 5 and 6, the impact will not be felt for a further five years. During this period, some staff will inevitably leave and may be replaced by newly qualified radiographers who will start at the bottom of Band 5.

Q: What is the attitude of other unions?

A: Other unions have, quite rightly, looked at Annex T to see how/whether it might apply to their members. Some unions locally have expressed the view that Annex T is unfair in that only certain staff may benefit from it.

The Society cannot comment in detail as to whether other clinical staff qualify because it will depend on how those other staff match up to the criteria. Should there be national discussions that change how Annex T is applied, then the Society will be party to those. In the meantime, the SoR will want to ensure that members are able to access Annex T as part of their terms and conditions of employment.



Implementation of Annex T - Model Agreement

1. Introduction

- (i) This agreement is made between the Society of Radiographers and theNHS Trust. It is effective from 1 October 2004 and will apply to all radiographers who have qualified since 2 October 2002.
- (ii) The purpose of the agreement is to implement Annex T of the Agenda for Change Terms and Conditions Handbook for radiographers in the imaging/radiotherapy department(s) of the Trust.
- (iii) Annex T allows accelerated career progression from Band 5 to Band 6 and applies within two years of qualification. The Trust recognises that radiographers work in a way which requires 'a degree of autonomous decision making which exceeds that normally associated with jobs allocated to Band 5' and that Annex T applies to all newly qualified radiographers as in (i) above.

2. Measuring Progression

- (i) Under Annex T, radiographers must demonstrate that they have developed as expected within two years of qualification to fill a low weighted Band 6 job.
- (ii) In order to establish that they have made this progression, the job weight has to be measured using the criteria set out below.

Insert locally agreed criteria for progression, eg linked grade competencies, or KSF sub-outline for low weighted Band 6 job.

3. Supporting Progression

All newly qualified radiographers are expected to undergo accelerated career progression. The Trust is committed to ensuring that all newly qualified radiographers are given adequate support and opportunity to meet the criteria for progression.

- (i) Agenda for Change (section 1: paragraph 1.8) provides for a 12 month preceptorship for staff joining pay Band 5 as new entrants during which they will move up one pay point after six months and a further point after 12 months providing 'those responsible for the relevant standards in the organisation are satisfied with their standard of practice'.
- (ii) The 'responsible person' under this agreement will be a senior member of the radiography staff (Band 6 or above) who has been designated as the mentor for the individual.
- (iii) The 'relevant standards' are those agreed



- in 2 above.
- (iv) This agreement extends this period of preceptorship for another year to enable accelerated progression. During this period, they will continue to be mentored and assessed as in 2 above.
- (v) If it becomes clear that an individual is not on course to meet their targets, remedial action will be taken to give the individual the opportunity to meet the required criteria.
- (vi) Radiographers who are unable to complete their preceptorship due to pregnancy, illness, or some other serious personal circumstance, will have the period extended by a maximum of 12 months.

4. Failure to meet the criteria due to competence

A radiographer who, despite appropriate support and remedial action, is unable, due to competence, to meet the criteria will continue on Band 5. Annex T will cease to apply to that

individual and they will progress to Band 6 only if they apply for a Band 6 job.

5. Radiographers employed between October 2004 and the commencement of this agreement.

- (i) Radiographers employed under a linked grade agreement will have this agreement honoured because it is part of their contract. They will progress on to Senior II/Band 6 as per the agreement;
- Or
- (ii) Annex T will apply even though they are 'out of time', since they should not be penalised because Annex T was not implemented until now.

Delete (i) or (ii) as appropriate.

6. Review

This agreement will be reviewed in partnership by the trust and the Society of Radiographers, no sooner than 12 months and no later than 18 months from the commencement date.