



Royal College
of Nursing

Practice nurses and nurse practitioners
recommended pay, terms and conditions 2003 – 2004



Contents

Introduction 1

Agenda for Change 1

Guidance on the employment of practice nurses and nurse practitioners 2

Grading 2

Hours of duty 4

Provision of uniform 4

Annual leave 4

Sick pay 4

Pension 4

Period of notice 4

Recommended pay 5

Part-time staff 5

Overtime rates 5

Enhancement for unsocial hours 5

London allowance 5

Cost of living supplements (COLS) for qualified nurses 5

Discretionary points for grade F-H nurses 7

Recommended pay scales 8

Introduction

This leaflet is for practice nurses, nurse practitioners and their employers. It provides recommendations for RCN practice nurse members' pay for 2003/04 and what should be included in their contracts.

It also outlines the RCN's policy on practice nurses and the new Agenda for Change pay system.

Agenda for Change

Agenda for Change is the new NHS pay and career structure, which has been accepted by the health unions. The RCN believes that practice nurses and nurses practitioners employed by GPs should be paid at Agenda for Change rates of pay, when the scheme is rolled out across the UK in October 2004.

The implementation of the new GP contract from 1 April 2004 should facilitate the fair pay of GP employed nurses. The RCN is working with the Department of Health, employer groups, the Royal College of General Practitioners (RCGP), the British Medical Association (BMA), and other unions to ensure that GPs are aware of the benefits, which Agenda for Change will bring to the practice and patient care.

Most practice nurses should be paid on band 6 of the new Agenda for Change pay scales plus receive appropriate allowances and conditions of service. Practice nurses who work within a team of nurses and are supervised by a more senior nurse would be on band 5. Nurse practitioners should be on at least band 7 and for some band 8 could be appropriate.

For more information on Agenda for Change go to the RCN website at: www.rcn.org.uk/agendaforchange or call RCN Direct on 0845 772 6100.

Guidance on employing practice nurses and nurse practitioners

Current clinical grading scales

What grade should a practice nurse be?

The RCN recommends that each practice nurse has an appropriate job description and a contract. Guidance on an appropriate job description including a specimen contract is available from RCN Direct. The grading definitions below are intended to be related to the pay scales and should be regarded as broad outlines only.

Grade D

In some cases General Practitioners may have agreed that NHS scale D is a link for a practice nurse. This would only be appropriate for a nurse with very limited duties, and who works with a senior practice nurse.

Grade E

The RCN believes that in a small number of cases grade E may be an appropriate grade for a practice nurse.

Grade F

Nurses on this scale will assess the nursing needs of patients. They will provide appropriate care/treatment in conjunction with the GP, or independently, as appropriate and according to practice policy, protocols, etc.

The nurse will deal with the general nursing care of the patient within the surgery. Example of duties might include wound care, ear syringing, eye

washing, venepuncture, electro-cardiography, management of skin disorders, recognising mild childhood illnesses and giving immunisations and vaccinations.

The nurse will also assist in the provision of care to those patients with chronic diseases in addition to undertaking screening work such as cervical cytology. The nurse will document the process of assessment of need and delivery of care. They will evaluate the outcome of that care, making changes to the care plan for individual patients and modifying their practice with the patient.

Grade G

In addition to the responsibility above, nurses at this level could undertake some or all of the following:

- meeting the nursing care needs of patients identified by the nurse, or where care has been transferred to the nurse by the GP
- identifying care needs within the practice population by undertaking a practice profile or similar exercise, and organising work to best meet the needs identified
- managing the nursing care of those patients with chronic disease, operating specific clinic sessions if needed, and maintaining an appointment and recall system for patients

- liaison with other members of the primary health care team and other agencies (such as local authority social services departments) in order to assure appropriate care is provided for the practice population
- involvement in policy development within the practice, and overall practice management, providing the nursing input to any decision making processes affecting the care of patients
- teaching other practice nurses or other learners – for example, GP vocational trainees, new practice nurses, Project 2000 nursing students, etc. – about care delivery from the perspective of an experienced nurse
- demonstrate the rationale behind the various methods chosen to meet care needs of patients, evaluating those methods, and changing them as necessary.

This is a particularly appropriate grade for the nurse having expertise relevant to practice in the community.

Grade H

Nurses working at this level provide clinical advice and support to other professionals within the health care setting and to external agencies concerned with social issues. Secondly they provide clinical advice within the practice and participate in practice management. Thirdly they are

responsible for developing clinical policies within the nursing field within the practice.

Responsibilities may include:

- making a specialist contribution to the teaching of other practice nurses
- controlling admission to their own case lists
- selecting, carrying out and interpreting the results of specific tests.

In addition, the nurse may qualify for Grade H through carrying overall responsibility for the management of a number of localities where nursing care is delivered, for example, several practices. In this capacity, the nurse would develop care programmes, formulate policy, supervise nursing staff, and ensure high standards of care delivery.

GPs must be satisfied that those nurses expected to carry out particular duties have had appropriate training to obtain the necessary skills and competencies. To undertake some duties there will be a requirement to obtain the necessary post-basic certificate or to demonstrate evidence of specific experience e.g. provision of family planning services/family planning certificate.

Where a practice employs staff to provide services beyond and/or with out those outlined above, the RCN

Primary Health Care Adviser in your region or board would be happy to give you advice on grading.

You can find out more on the employment of practice nurses in the RCN publication *Guidance on the employment of nurses in general practice* (000 219). For a copy call RCN Direct on 0845 772 6100.

The following elements should also be included in all practice nurses' contracts of employment:

Hours of duty

NHS full-time work 37.5 hours per week

Provision of uniform

A uniform should be provided by the employer or an appropriate allowance given. Costs of laundering and/or dry cleaning of uniform should be borne by the employer.

Annual leave

The entitlement for nurses in the NHS is five weeks plus statutory and public holidays.

Sick pay

Nurses should have the same entitlement to paid sick leave as other employees of similar status. The employer should recognise that particular health problems may be experienced by nurses due to the nature of their duties.



Pension

Nurses working in general practice have been eligible to join the NHS Pension Scheme since 1997. GP employers should encourage their employees to join the NHS scheme (or continue with their contributions to the scheme if their previous employer was in the NHS). If the employer provides a private scheme, this may be offered. Care should be taken when making the right choice and members are encouraged to contact RCN Membership Services for advice.

It is important that nurses receive sound independent financial advice before making any decision about their pension arrangements. RCN Membership Services holds regular financial advice seminars, which help nurses to plan for their future. They offer sound advice on pension schemes. RCN Bulletin publishes details of where and when these seminars are being held.

Period of notice

Within the NHS it is generally four weeks.

Recommended pay

NHS pay scales are based on a full-time working week of 37.5 hours. Employers should note that these pay scales do not incorporate enhancements for working unsocial hours or for nurses employed in the London area and other high cost areas.

Part-time staff

Practice nurses employed part-time should receive a salary pro-rata to the appropriate scales in relations to the standard working week. They are entitled to other conditions enjoyed by full-time staff e.g. Allowances as appropriate, uniforms, annual leave (pro-rata) and sick leave.

Overtime rates

These rates should not normally be less than time and a half for normal overtime and double time for any worked on Sundays and public holidays.

Enhancement for unsocial hours

Duties between 8pm and 6am weekdays and Saturday midnight to midnight = Time + 30%.

Sundays and public holidays =
Time + 60%.

It is important that nurses are not required to work, be on call, for such lengthy periods that their ability to practise safely and competently is put at risk. It is also necessary to ensure that an individual's hours of work and shift pattern meet the requirements of the Working Time Regulation.

London allowance

This allowance should also be paid in appropriate areas. The London allowance flat rate and percentage elements have been consolidated into a more simplified single payment structure.

Inner London: £3,333 pa

Outer London: £2,604 pa

Fringe Zone: £729 pa

Cost of Living Supplement (COLS) for qualified nurses

COLS should be paid to practice nurses who are working within health authorities across London (listed on the opposite page). Where applicable they will receive 4% of their basic salary, excluding London weighting and any other allowances, with a minimum payment of £600 and a maximum payment of £1,000.

Practice nurses who work within certain health authorities outside London (listed on opposite page) should receive 2.5% of basic salary, excluding any other allowances, with a minimum payment of £400 and a maximum payment of £600.

Cost of living areas

London

Barking and Havering
Barnet
Bexley and Greenwich
Brent and Harrow
Bromley
Camden and Islington
Croydon
Ealing, Hammersmith and Hounslow
East London and City
Enfield and Haringey
Hillingdon
Kensington, Chelsea and Westminster
Kingston and Richmond
Merton, Sutton and Wandsworth
Redbridge and Waltham Forest
Southwark, Lambeth and Lewisham

Outside London

Avon
Bedfordshire
Berkshire
Brighton and East Sussex
Buckinghamshire
Cambridgeshire
East and North Hertfordshire
East Kent
East Surrey
North and mid-Hampshire
North Essex
Northampton
Oxfordshire
Portsmouth and SE Hampshire
Southampton and SW Hampshire
South Essex
West Kent
West Surrey
West Sussex
Wiltshire

Discretionary points for grade F-H nurses

Up to two discretionary points may be awarded to reward nurses with skills, responsibilities and knowledge beyond those required for the grade but not sufficient to warrant a higher grade. At least one of the following criteria must be satisfied and the nurses must already be on the top increment for the grade:

- contribution to professional and multi-disciplinary team working
- training and education of other staff, and/or participating in training staff from other professions
- demonstrating a wider contribution to the work of the organisation
- demonstrating research, innovation and/or responsibility for improvements in service delivery
- demonstrating advances in knowledge and skills to the benefit of patient care
- demonstrating a significant contribution to service priorities.

Discretionary points are also shown in the chart.

To obtain more information on the terms and conditions applicable in the NHS, please call RCN Direct on 0845 772 6100.

The RCN believes that every nurse should be a member of the appropriate professional organisation, like the RCN, which provides individual legal representation and an indemnity insurance scheme, which covers the nurse for any incident arising out of his or her professional duties. Registered nurses and health care assistants qualified with an S/NVQ in care at level 3 can join the RCN by calling RCN Direct on 0845 772 6100.

Pay scales 2003/04

(3.225% increase – linked to Agenda for Change)

Grades	A	B	C	D	E	F	G	H	Modern matron		Modern matron I
									H	I	
Annual salary	10,050	11,825	13,465	16,252	17,660	19,585	23,110	25,815	25,815	28,590	29,525
Hourly rate	5.14	6.05	6.89	8.46	9.04	10.02	11.83	13.21	13.21	14.63	15.11
Annual salary	10,400	12,220	13,920	17,080	18,240	20,450	24,005	26,725	26,725	29,525	30,480
Hourly rate	5.32	6.25	7.12	8.74	9.34	10.47	12.29	13.68	13.68	15.11	15.60
Annual salary	10,755	12,615	14,400	17,660	18,890	21,325	24,905	27,655	27,655	30,480	31,440
Hourly rate	5.50	6.46	7.37	9.04	9.67	10.91	12.75	14.15	14.15	15.60	16.09
Annual salary	11,110	13,030	14,920	18,240	19,585	22,215	25,815	28,590	28,590	31,440	32,405
Hourly rate	5.69	6.67	7.64	9.34	10.02	11.37	13.21	14.63	14.63	16.09	16.59
Annual salary	11,465	13,465	15,445		20,450	23,110	26,725	29,525	29,525	32,405	33,820
Hourly rate	5.87	6.89	7.91		10.47	11.83	13.68	15.11	15.11	16.59	17.31
Annual salary	11,825	13,920	15,975		21,325	24,005	27,190	30,005	30,960	32,860	
Hourly rate	6.05	7.12	8.18		10.91	12.29	13.92	15.36	15.85	16.82	
Annual salary	12,220		16,525			24,455	27,655*	30,480		33,340*	
Hourly rate	6.25		8.46			12.52	14.15	15.60		17.06	
Annual salary	12,615					24,905*	28,125*	30,960*		33,820*	
Hourly rate	6.46					12.75	14.40	15.85		17.31	
Annual salary						25,360*					
Hourly rate						12.98					

* Discretionary points

Anticipated pay scales 2004/05 (3.225% increase – linked to Agenda for Change)

Grades	Modern matron									Modern matron I	
	A	B	C	D	E	F	G	H	I		
Annual salary	10,374	12,206	13,899	17,057	18,229	20,216	23,855	26,647	26,647	29,512	30,477
Hourly rate	5.31	6.25	7.11	8.73	9.33	10.35	12.21	13.64	13.64	15.11	15.60
Annual salary	10,735	12,614	14,368	17,630	18,828	21,109	24,779	27,586	27,586	30,477	31,462
Hourly rate	5.49	6.46	7.35	9.02	9.64	10.80	12.68	14.12	14.12	15.60	16.10
Annual salary	11,101	13,021	14,864	18,229	19,499	22,012	25,708	28,546	28,546	31,462	32,453
Hourly rate	5.68	6.66	7.61	9.33	9.98	11.27	13.16	14.61	14.61	16.10	16.61
Annual salary	11,468	13,450	15,401	18,828	20,216	22,931	26,647	29,512	29,512	32,453	33,450
Hourly rate	5.87	6.88	7.88	9.64	10.35	11.74	13.64	15.11	15.11	16.61	17.12
Annual salary	11,834	13,899	15,943		21,109	24,061	27,586	30,477	30,477	33,450	34,910
Hourly rate	6.06	7.11	8.16		10.80	12.32	14.12	15.60	15.60	17.12	17.87
Annual salary	12,206	14,368	16,490		22,012	24,779	28,066	30,972	31,958	33,919	
Hourly rate	6.25	7.35	8.44		11.27	12.68	14.37	15.85	16.36	17.36	
Annual salary	12,614		17,057			25,243	28,546*	31,462*		34,415*	
Hourly rate	6.46		8.73			12.92	14.61	16.10		17.61	
Annual salary	13,021					25,708*	29,032*	31,958*		34,910*	
Hourly rate	6.66					13.16	14.86	16.36		17.87	
Annual salary						26,177*					
Hourly rate						13.40					

* Discretionary points

September 2003

Published by

Royal College of Nursing
20 Cavendish Square
London
W1G 0RN

020 7409 3333

RCNONLINE
www.rcn.org.uk

The RCN represents nurses and nursing, promotes
excellence in practice and shapes health policies

Publication code 002 034



Practice nurses & nurse practitioners – recommended pay, terms & conditions 2003-2004 002 034

Erratum 1

On 11 June 2004 the Government announced that it was delaying the implementation of Agenda for Change until 1 December 2004. Pay, terms and conditions will be backdated to the original implementation date 1 October 2004.

Erratum 2

Having reviewed the early implementation process in the sites testing AfC in the autumn of 2004, the NHS staff Council Shadow Executive decided the system would go ahead on 1 December without the proposed unsocial hours payments changing.

In the interim, members working within the NHS will continue to be paid on the unsocial hours payments system they currently receive. All other elements of the AfC proposals will go ahead and be backdated to 1 October 2004.

Members working in the Early Implementer sites who have already moved onto the AfC unsocial hours payments system will have the choice to stay on the new system or move back onto their old unsocial hours system.

For more information visit the website www.rcn.org.uk/agendaforchange