NHS
Portsmouth Hospitals University
NHS Trust

STAFF BENEFITS BROCHURE



Working together To deliver excellence in care for our patients and communities

V31 Oct 26

Portsmouth Hospitals University NHS Trust

Welcome



I am delighted to introduce you to our Staff Benefits Brochure.

At the core of Portsmouth Hospitals University NHS Trust culture is the value we place on our workforce; their skills, knowledge, experience and contribution to the communities we serve. We are proud to offer our staff more than just a job – we offer them an opportunity to be part of a dynamic organisation striving for excellence which provides its staff members with benefits and support throughout their lives and careers.

We are pleased to be able to offer benefits ranging from reduced cost lease cars and white goods, flexible working and an onsite nursery to apprenticeships and development opportunities to get the most from your career with us. We understand that a career is about more than just the time you spend at work and so we aim to provide a flexible and supportive environment for our staff. This comprehensive brochure details a series of schemes to support our staff's dedication and commitment as well as recognise and reward their contribution to Portsmouth.

Thank you to our loyal staff and for those who are taking the time to consider a role at Portsmouth Hospitals University NHS Trust.

Yours Sincerely

Penny

Penny Emerit

Chief Executive

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Portsmouth Hospitals University NHS Trust

1 Carers Support

Carers/Dependant Support

Employees may be eligible for paid leave to care for a dependant. A dependant may be their child, partner, wife, husband, parent or other relative i.e. someone who relies on them for assistance in a particular emergency and/or where they are the primary carer.

Childcare Choices

The Trust supports a range of childcare options that are offered by the government. Visit the Childcare Choices website for more information and advice on tax free childcare schemes.

https://www.childcarechoices.gov.uk/

Maternity/Paternity/Adoption

The Trust recognises that the birth or adoption of a child is one of the most important events in the lives of their staff. The Trust has a policy that support staff and encourages a "family friendly" culture. If you need any advice regarding childcare, maternity/paternity or adoption please contact the HR Team on the below email address.

pho-tr.employeerelations.iwt-phu@nhs.net

Tops Day Nursery

The nursery is tailored for staff who work at Queen Alexandra Hospital. The nursery offer a discount for Portsmouth Hospitals University NHS Trust staff, shift pattern bookings and is based on the hospital campus.

02392 215786

info.portsmouth@topsdaynurseries.co.uk

tops Day Nurseries

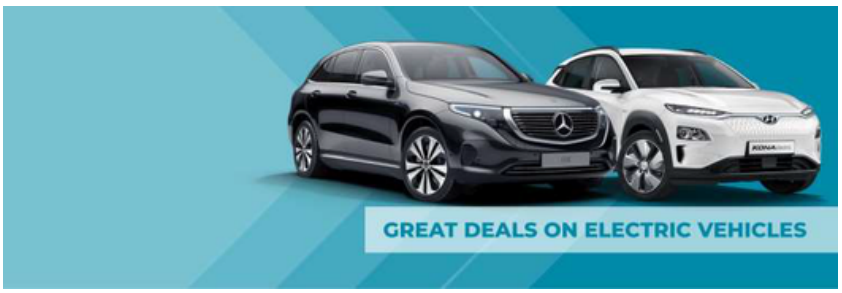
Portsmouth Hospitals University NHS Trust

2 Financial Support

Lease Cars : **If you are thinking of getting a new car, this could make it more affordable.**

The My New Car! salary sacrifice scheme provides a cost effective way to lease a brand new car, subject to eligibility. There are no credit card checks and the monthly cost will include insurance, routine servicing, vehicle excise duty, tyre replacement, breakdown cover and windscreen replacement cover. When you apply you will need your payslip and the hospital reference number '192'.

0344 811 8228 *www.nhsfleetsolutions.co.uk*



Home Electronics

Love having the latest technology? The Home Electronic Solutions scheme allows you to save money on the latest home technology and spread the cost with no credit checks, deposits or hidden payments.

Fleet Home Electronics Solution: With access to over 5,000 products including the latest game consoles, laptops, tablets, phones, televisions, smart technology, and domestic appliances, Fleet Home Electronics makes upgrading your tech easy and affordable. Simply apply with your payslip and the hospital reference number '192'.

0344 811 9229 *www.fleethomeelectronics.co.uk*

Perkbox (formerly Vivup): Another fantastic option to access the latest home technology with flexible payment plans, offering a wide range of products to suit your needs. To use this option, you will need to create an account on the Perkbox platform using your NHS work email address and the code @PHUPerkbox1 when registering.

https://portsmouthhospitalsuniversity-nhstrust.perkbox.com/

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2 Financial Support

Car Parking

The Trust offer three options for parking arrangements for staff working at Queen Alexandra Hospital, subject to eligibility. These arrangements are: Park and Ride, On Site Parking and Out of Hours Parking. Car parking changes are deducted through your salary.

pho-tr.carparking@nhs.net

https://nhs.sharepoint.com/sites/EstatesFacilities/SitePages/Car-Parking.aspx

Annual Leave

We offer a generous annual leave entitlement where typically most full-time staff will be entitled to 27 days annual leave plus bank holidays. 27 days will increase to 29 after 5 years NHS service and after 10 years service this will increase to 33 days!

It is also possible for employees to buy and sell annual leave.

Flexible Retirement

The Trust is committed to supporting staff at all stages of their career. This is particularly important as staff prepare for their retirement while balancing their work and home commitments. Further information is available from the NHS Pensions website.

www.nhsbsa.nhs.uk/pensions

Red Guava Benefits

Red Guava Benefits is available to all staff and provides a wide range of offers and discounts to save your money. You can make great savings on national attractions, entertainment, days out, theme parks, holidays, hotel breaks, shopping and much more! Visit the Red Guava website and use the following login details…

https://www.redguava.co.uk

Username: PORTHOSP
Password: BENEFITS

Portsmouth Hospitals University NHS Trust

2 Financial Support

Relocation Expenses

We can offer financial assistance for newly appointed staff who as a result of their appointment need to move their main domestic residence a reasonable distance, including those staff appointed from overseas.

Staff Lottery

All employees have the opportunity to opt into the staff lottery. A minimum £2 entry is paid directly from your salary and there is a monthly draw where you can win a prize up to £1,000!

pho-tr.hr-inboxpht@nhs.net

Interest Free Season Ticket Loans

We offer interest free loans to Portsmouth Hospitals University NHS Trust staff for the purchase of monthly/quarterly/annual ferry and rail tickets.

02392 286320 *teresa.raggett@nhs.net*

Commuter Travel Club

We've joined the First Bus Commuter Travel Club so you can save money on your commute. Sign up to receive discounted monthly bus tickets, automatic ticket renewal and unlimited bus travel for work or leisure.

02392 286320 *pho-tr.cashiersmailbox@nhs.net*

Health Service Discounts and Blue Light Card

As an NHS Employee, you are entitled to a whole range of discounts with retailers and other organisations. By joining Health Service Discounts and Blue Light Card you will receive varied and exclusive offers from money saving deals and vouchers, mouth watering restaurant vouchers, discount holidays, money off fashion fixes through to deals on gym membership, mobile phones and utilities.

https://healthservicediscounts.com/

https://www.bluelightcard.co.uk/about_blue_light_card.php

Portsmouth Hospitals University NHS Trust

2 Financial Support

NHS Pension Scheme

The NHS Pension Scheme is open to all NHS employees to save effectively for their retirement. Pension contributions will come out of your salary and you will see this on your payslip. There are many benefits of joining the scheme including; a pension payable for life; as your employer we will contribute an extra 14.3% of your pay to the scheme; early ill health retirement pension; and you will be covered for death benefits if you pass away which means your family may be entitled to benefits.

To find out more information about the benefits of joining the NHS Pension Scheme visit the below webpage.

https://www.nhsbsa.nhs.uk/member-hub/joining-scheme

NEST Pensions

NEST was set up by the government to ensure every employee has access to a high quality workplace pension scheme. NEST is only for staff not eligible to join the NHS pension scheme. By joining NEST you will receive your own pension when you retire, tax relief on money you put in your pension and as your employer we will also make contributions to your pension. To find out more information about the benefits of joining NEST visit the below webpage.

https://www.nestpensions.org.uk/schemeweb/nest/aboutnest.html

Ill Health Retirement

If you have been a member of the NHS pension scheme for at least 2 years, prior to either your 60 or 65th birthday (depending on which scheme), and you are unable to continue working due to ill health you maybe eligible for ill health retirement Benefits.

https://www.nhsbsa.nhs.uk/nhs-pensions



Portsmouth Hospitals University NHS Trust

2 Financial Support

Interest Free Loans for Visa Costs

Loans are available to assist eligible employees of the Trust with paying the costs incurred of the Indefinite Leave to Remain, visa renewals and the immigrant health surcharges.

pho-tr.employeerelations.iwt-phu@nhs.net

Occupational Sick Pay

In accordance with Agenda for Change, we offer sick pay from day one of service, a minimum of one month full pay and two months half pay, increasing with continuous service.

pho-tr.employeerelations.iwt-phu@nhs.net

Occupational Maternity Pay

We offer maternity pay over the normal statutory amount (dependent on eligibility).

Salary Finance

Access to salary-linked loans, advances on earned pay, savings accounts and financial education. Visit the Salary Finance website to apply and find out more or download the Salary Finance app here.

pht-nhs.salaryfinance.com

This is an option, not a recommendation. The Trust does not benefit from offering this service and all your communications will be with Salary Finance.

Hover travel discount

We've partnered with Hover travel, so you can save money on your commute. Book through the link below to receive 20% off on your travel with Hover travel

https://book.wightlink.co.uk/book/journey/journeySearch/



Portsmouth Hospitals University NHS Trust

2 Financial Support

Wightlink ferry discount

We've partnered with the Wightlink Ferry, so you can save money on your commute. Book through the link below to receive special rates on travel with Wightlink. You will need you staff number to complete your booking.

Government Emissions Trading Scheme (ETS)

From 1 July, a government ETS levy will apply to eligible bookings. This levy is included in staff special rates where applicable. The base ticket price remains unchanged

https://book.wightlink.co.uk/book/?clear&aff=497141070

Stage coach

As an NHS employee, you can enjoy a 10% discount on Stagecoach bus travel across England through the Stagecoach App. This discount applies to various ticket options, including 1-day DayRider, 7-day MegaRider, 28-day MegaRider, and Flexi 5 and Flexi 10 tickets, offering unlimited travel for work commutes or leisure. To access this benefit, download the Stagecoach App, register with your NHS email, and follow the instructions to apply the discount code. For detailed steps and more information, please visit the Stagecoach NHS Employee Discount page.

https://www.stagecoachbus.com

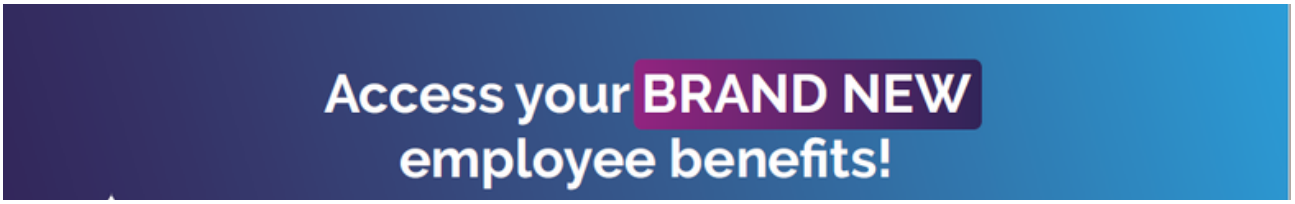
Staff Bank

Join the staff bank to increase your earning, work flexibly and sign up for extra shifts. By joining the bank you will enjoy several benefits including; online timesheets, weekly pay, priority over agency workers, supportive on-site teams and many more!

https://www.bankpartners.co.uk/portsmouth/



3 Health & Wellbeing



NOW AVAILABLE! New employee benefits for Portsmouth Hospitals NHS Trust

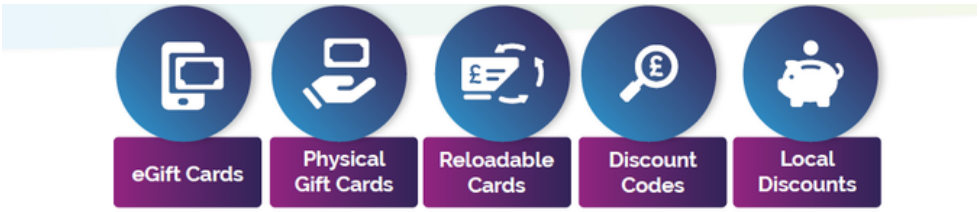
We are offering Portsmouth Hospitals NHS Trust employees a range of employee benefits from our health and wellbeing partner Perkbox. These are designed to improve your physical, financial and mental health.
The exciting range of benefits includes:

- Lifestyle Savings – Access a huge range of savings across the UK's major retailers.
- Employee Assistance Programme (EAP) – Confidential, impartial assistance to help you in times of need including a 24/7, 365 days helpline.
- Your Care – Embrace a healthier lifestyle with the help of assessments, goals and tools available on our wellbeing management platform.

To avail this, you'll need to create a Perkbox account using the link below. When registering, please use your NHS work email address and the code @PHUPerkbox1.

Don't wait to make your wellbeing a priority, both at work and at home. Sign up today and start exploring everything Perkbox has to offer.

https://portsmouthhospitalsuniversity-nhstrust.perkbox.com/



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3 Health & Wellbeing

Health and Safety Service

The service aims to promote and maintain the health and wellbeing of all employees and is concerned with the effects of work on health and health on work. We liaise and communicate with staff and management and maintain complete confidentiality of occupational health records. A number of the services available are detailed in the Health & Wellbeing section of this brochure.

Occupational Health and Wellbeing Service

- **Workplace health assessments for all new starters.**
- **Ensuring that each employee has the correct vaccination and immune status for their role.**
- **Screening Exposure Prone Procedure (EPP) workers for blood borne viruses such as Hepatitis B, Hepatitis C, HIV.**
- **Administer seasonal flu vaccination.**
- **Management of Needlestick/Sharps Injuries (NSI) and other contamination incidents.**
- **Advise employees and managers regarding work related injuries/health problems such as back pain, stress and dermatitis.**
- **Advise managers on referrals regarding issues such as sickness absence, fitness for work and ill health retirement.**
- **Supporting and advising employees and managers on rehabilitation into work with a disability or after prolonged absence including making recommendations for reasonable adjustment where appropriate.**
- **Health surveillance where indicated by regulations or risk assessment e.g. dermatitis, noise.**
- **Advising managers on assessments such as for pregnant workers and Display Screen Equipment (DSE) users.**
- **Health promotion and wellbeing activities.**

02392 283352
pho-tr.occhealthadmin@nhs.net
https://nhs.sharepoint.com/sites/OccupationalHealth

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3 Health & Wellbeing



To avail this, Visit - vivup.yourcareeap.co.uk/UK/

The employee access code is 108390

Cycle to Work Scheme

Cycling is a great way to commute, to get fit and feel good, as well as saving you money on fuel costs, parking, and wear and tear on your car. We operate a Tax Efficient Saving Scheme to purchase a bicycle and safety equipment. We can also provide free on site bike storage. Individual bike lockers can be rented for just £2 a month!

To avail this, you'll need to create a Perkbox account using the link below. When registering, please use your NHS work email address and the code @PHUPerkbox1

https://portsmouthhospitalsuniversity-nhstrust.perkbox.com/

Oasis Wellness Centre

The Oasis Wellness Centre is an on site facility compromising of a gym, indoor heated swimming pool and a series of health and treatment services. Open for staff membership is £20 per month and sessions must be booked. There is a fee for personal training sessions.

Oasis team on 0292286000 ext: 3333. for more information

https://nhs.sharepoint.com/sites/PHUWellbeing/SitePages/Oasis-Centre.aspx

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3 Health & Wellbeing

Beach Hut

We have a beach hut which is available for staff to hire free of charge. The beach hut is equipped with general items such as table, chairs, and kettle etc. - all you need for a relaxing day, enjoying the sunshine on Southsea seafront.

✉ *pho-tr.beachhut@nhs.net*

Flexible Working

The Trust wants to enable staff to balance personal interests, family life and work more effectively. A range of flexible working options are open to all staff aimed at helping them achieve a healthy work life balance. The flexible working options include: part time working, temporarily reduced working hours, staggered working hours, flexi time, home working, annualised hours, job share and term time working.

Phased Return to Work

The Trust financially supports a four week phased return to work following a period of absence before the use of annual/unpaid leave is required.

Physiotherapy Direct Referral Service

A dedicated fast track physiotherapy service for Trust staff to refer directly through occupational health. All cases should be seen within four weeks and reviewed/treated as required.

Fit4Work

Fit4Work is an exercise referral based programme, established for the use of exercise in the promotion of both physical and mental health. This programme has been specifically developed to improve the health and wellbeing of employees, reduce sickness absence and promote an early return to work.

http://oasiswellnesscentre.org.uk/fit4work/

✉ *pho-tr.OcchealthAdmin@nhs.net*

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3 Health & Wellbeing

Health and Safety

The Health and Safety Department provides an advisory service to Trust managers and staff to help them comply with relevant health and safety legislation and to provide a safe workplace.

Some areas of input are:

- **Accident investigation**
- **Assisting with workplace risk assessments**
- **Assisting with divisions Health and Safety plans**
- **Training in Health and Safety e.g. hazardous substances, risk assessment etc.**

02392 283641

Display Screen Equipment

All reasonable steps will be taken to ensure the health and safety of staff who work with display screen equipment in line with the Display Screen Equipment Policy. Recommendations which may include a voucher for a free eye test may be identified for a User.

Manual Handling Advisory Service

A range of services for staff are provided such as:

- **Support in complex patient handling risk assessments**
- **Return to work assessments following musculoskeletal injury**
- **Up to date training on patient and load handling**
- **Assist in the development of manual handling protocols for specific working areas**
- **Identifying ways of reducing the risk of hazardous manual handling**

02392 283642

Live Well

For advice, tips and tools to help you make the best choices about your health and wellbeing visit the Live Well webpage.

https://www.nhs.uk/live-well/

Portsmouth Hospitals University NHS Trust

3 Health & Wellbeing

Mental Health First Aiders

The Trust has Mental Health First Aiders (MHFA) who support staff to look after their wellbeing and mental health. The MHFA are on hand to listen, reassure and respond to colleagues - even in a crisis and even potentially reach out to someone before a crisis happens.

02392 286000 extension 4268

Freedom to Speak Up

The Trust is committed to developing and open and honest culture where all staff should feel confident to raise concerns to their line manager or within their teams. If for whatever reason staff feel that they are unable to raise their concerns locally the Freedom To Speak Up Guardian can provide confidential advice and support.

0333 733 6658

www.theguardianservice.co.uk

Every Mind Matters

Every Mind Matters helps you to manage and maintain your mental health. It helps us to relax more, achieve more and enjoy our lives more. Discover simple steps for a healthier mind and create your bespoke action plan.

www.everymindmatters.co.uk

Healthy You Scheme

All PHU employees can access the Healthy You scheme which is designed to enable all staff to make healthy lifestyle choices through conversations with a Wellbeing Nurse. Signposting for other support may be discussed.

Accessing the Service:

- **Self-referral via the pho-tr.OcchealthAdmin@nhs.net email account or contacting ext. 3352.**
- **Referral from Occupational health.**

For more info visit-

https://nhs.sharepoint.com/sites/PHUWellbeing/SitePages/Healthy-You-Scheme.aspx

Portsmouth Hospitals University NHS Trust

3 Health & Wellbeing

Prevention of Workplace Violence

Any act of violence or aggression against a member of our staff at work is unacceptable. The Trust is committed to tackling workplace violence and will not tolerate assaults (physical or verbal) on its staff, volunteers or contractors and has a 7 point plan in place to support staff.

Chaplaincy and Multi-Faith Room

Chaplains recognise that caring for patients is demanding and sometimes stressful. We also recognise that it can sometimes become particularly difficult for staff to cope with the demands of work when personal issues are placing them under additional stresses and strains. Chaplains offer a confidential service of listening and reflection for all staff to help them gain new perspectives on their current situation and enable them to move forward.

The Chapel and Multi-Faith room are both located on A Level next to Costa Coffee. The Multi-Faith room is available for prayer at any time with washing facilities.

02392 286408

Staff Networks

Join a staff network to get more from working at Portsmouth. Our current networks are:

- **Race Equality Network**
- **LGBT+ Staff and Allies Network**
- **DisAbility Staff Network**
- **Women's Network**
- **Neurodiversity Equality Staff Network**

Contact the Equality, Diversity and Inclusion Team for more information.

pho-tr.equalitydiversityandinclusion@nhs.net



Portsmouth Hospitals University NHS Trust

4 Learning & Development

Apprenticeships

An Apprenticeship is a job, in a skilled occupation and requires substantial and sustained training, lasting a minimum of 12 months and includes off-the-job training linked to recognised qualifications. The Trust offers Apprenticeships in a wide range of different job roles and departments including both clinical and non-clinical areas.

pho-tr.apprenticeships@nhs.net

https://nhs.sharepoint.com/sites/WorkforceandOD/SitePages/Apprenticeships.aspx

Coaching and Mentoring

We have a number of mentors and coaches to help you focus at work on specific skills and goals and to support future career aspirations.

https://nhs.sharepoint.com/sites/WorkforceandOD/SitePages/Coaching-and-Mentoring.aspx

Library

The Library and eLearning Services team provides a continually updated stock of healthcare books and journals in support of evidence-based practice and research for all staff working in the Trust including students on placement.

02392 286039

pho-tr.libraryqah@nhs.net

Management and Leadership Development

Our Management and Leadership Development Programmes provides a consistent approach to development for all staff in healthcare irrespective of discipline, role, function or seniority and represents the standard for leadership behaviours that all staff should aspire to both now and in the future.

https://nhs.sharepoint.com/sites/WorkforceandOD/SitePages/Organisational-Development.aspx

Portsmouth Hospitals University NHS Trust

4 Learning & Development

Wellbeing, Career and Performance Appraisal

This structured conversation supports managers and staff to positively engage and is a continuous development process to discuss wellbeing, careers, success, values and behaviours, as well as concerns, development needs and aspirations

https://nhs.sharepoint.com/sites/WorkforceandOD/SitePages/Appraisal.aspx



Portsmouth Hospitals University NHS Trust

5 Staff Recognition

Delivering Excellence Awards

These awards recognise individuals and teams who go above and beyond to deliver outstanding care, drive improvement, and support our communities. Nominees exemplify our shared values and make a meaningful difference every day across our organisations.

https://nhs.sharepoint.com/sites/RHU_Communications/SitePages/Delivering-Excellence-Awards.aspx

Divisional and Team Rewards

Divisions and teams across the Trust have their own reward and recognition schemes to thank their staff for all their hard work, effort and dedication.

Employee /Team of the Month

These awards are given to individuals and teams who have made a significant contribution to Portsmouth Hospitals, either directly or indirectly related to patient care, by going beyond the call of duty and who exemplify our core values.

https://nhs.sharepoint.com/sites/RHU_Communications/SitePages/Employee-and-Team-of-the-Month.aspx

pho-tr.employeeofthemonth@nhs.net

Junior Doctor Awards

The Junior Doctor Awards recognise the dedication and hard work of our junior doctor workforce and the valuable contribution they make to high quality patient care.

Long service recognition

PHU staff who reach a long service milestone for their continuous NHS service are recognised with a long service badge and certificate. Milestones recognised are at 5, 10, 20, 30 ,40 and 50 years continuous service.

pho-tr.odteam@nhs.net

Proud to be PHU Awards

The annual Proud to be PHU Awards are an opportunity to recognise outstanding achievements, to showcase best practice, to reward those who exceed expectations or any exceptional act by individual staff and teams.

oasis

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STAFF BANK

tops Day Nurseries

PHU
Race Equality Network

BLUE LIGHT CARD

Red Guava

perkbox

Simplyhealth

Delivering Excellence Awards

DISABILITY STAFF NETWORK
Support and awareness for those with hidden and visible disabilities

First Bus

Care first

healthservicediscounts

FREEDOM TO SPEAK UP SAFELY
Together we can make a difference

LGBT+
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fleet SOLUTIONS

Working together To deliver excellence in care for our patients and communities

Portsmouth Hospitals University NHS Trust

Our Values...



Working together **for Patients**



Working together **as One Team**



Working together **with Compassion**



Working together **Always Improving**

Working together To deliver excellence in care for our patients and communities

Created by Organisational Development
pho-tr.odteam@nhs.net
V31