

GRADING, PAY AND CONDITIONS OF EMPLOYMENT

THE ASSOCIATION OF CHARTERED
PHYSIOTHERAPISTS IN
OCCUPATIONAL HEALTH
AND ERGONOMICS
GRADING, PAY AND CONDITIONS
OF EMPLOYMENT **2019**

ACPOHE
PHYSIOSFORWORKANDHEALTH

Issued June 2019
Reviewer Michelle Kitson
Approved by ACPOHE Executive Committee
Review September 2019

contents

1	Grading structure	02
1.1	Minimum requirements	02
1.2	Grading considerations	03
1.3	Grading criteria	03
2	Salary scales	04
2.1	Rationale for 2019 pay award	04
2.2	2019 salary scales	04
3	Part-time employment	05
4	Temporary/fixed-term/agency employment	05
5	Self employment	05
6	Other terms and conditions	05

Table 1

ACPOHE pay grades up to 2012	ACPOHE pay grades from 2013
Grade A (Clinical Physiotherapist)	Clinical Physiotherapist
Grade B (Clinical Physiotherapist)	Occupational Health Physiotherapist
Grade C (Occupational Health Physiotherapist ESP)	Specialist/Advanced Occupational Health Physiotherapist
Grade D (Occupational Health Physiotherapy Manager ESP)	Occupational Health Physiotherapist Manager/Consultant
Grade E (Consultant Occupational Health Physiotherapist ESP)	Occupational Health Physiotherapist Manager/Consultant

Introduction

ACPOHE is a professional network of the Chartered Society of Physiotherapy (CSP) concerned with the professional interests of physiotherapists working in occupational health and ergonomics.

One priority of ACPOHE is to recommend minimum terms and conditions of employment of its members working in occupational health or ergonomics, be they working on a full or part-time basis. ACPOHE also gives guidance to those members who are self-employed. A review of this document is undertaken annually in conjunction with the CSP.

1 Grading structure

The following grading definitions are intended to provide the basis for determining the most appropriate pay scale for a physiotherapist working in occupational health and/or ergonomics. It is important to note that the grades defined (and role descriptors) relate to the responsibilities and influence of the role and not necessarily to the competency of the post holder. The post holder (and employer) should seek to ensure that competencies match the grade before or within a reasonable period of commencement of employment.

Alternatively, an OH physiotherapist may have competencies beyond the role for which they are employed (overqualified), in these cases payment is likely to be based on the role rather than their expertise. ACPOHE has adopted the Competency Framework (CF) which is supported by the Council for Work and Health and developed in conjunction with the Chartered Society of Physiotherapy. The full document

is available on the ACPOHE website and can be compared with the requirements of a role. Competencies in the framework are graded in an ascending scale from A up to D.

To avoid confusion with the Competency Framework, the role grades in the pay and grading document were renamed in 2013 in Table 1.

Former grades D and E were amalgamated so a wider pay scale reflects this new combination. All physiotherapists in grades above the new Clinical Physiotherapist grade, which have competencies of B or higher in the Competency Framework, are recommended to seek registered membership of ACPOHE.

1.1 Minimum requirements

Physiotherapists in all grades must be full members of the Chartered Society of Physiotherapy and have had a period of broadly-based post qualification experience, in particular demonstrating competency in the assessment

and treatment of musculoskeletal conditions. They should recognise the particular requirements, implications and responsibilities of working in an occupational health and/or commercial environment and must comply with the CSP 2012 Quality Assurance Standards.

In accordance with the HCPC Standards of Proficiency – Physiotherapists (2013), physiotherapists who consider occupational health to be within their scope of practice, should have appropriate training and experience. It is also a requirement under the Health Professional Regulations (April 2002) for any physiotherapist working as an occupational health physiotherapist to either have appropriate competency and experience and/or a commitment to address any gaps in personal scope of practice.

It is the considered opinion of ACPOHE that occupational health is not the ideal arena for newly graduated physiotherapists, partly because appropriate training is generally not included in undergraduate courses. However, it is

recognised that the influences of the employment market may result in new graduates seeking employment outside formerly advised routes. Any new graduate employed within occupational health should work within their scope of practice (primarily in a clinical role) and must have appropriate mentoring, supervision and support. Salary should be aligned with AfC Band 5.

Guidance on pay, grading and conditions of service for new graduates are not covered in this document.

1.2 Grading considerations

There is considerable diversity in the roles of physiotherapists working in the occupational setting. Some provide a clinical out-patient service which happens to be situated in a work environment while others are fully integrated into an occupational health service and are at the forefront of developing this field of physiotherapy in a range of functions. Grades within the ACPOHE structure are differentiated on the basis of the following principles:

- The extent of management received and undertaken.
- The knowledge, experience and appropriate qualifications acquired.
- The extent of contribution to health education/promotion activities.
- The extent of responsibility for advising on fitness for work and work modification, following absence or injury.
- The extent of responsibility for advising on workplace ergonomics, job design and health and safety training.
- The extent of advising on company-wide occupational health policies and protocols.
- The extent of influence on company expenditure.
- The autonomy and responsibility within the employing organisation.

1.3 Grading criteria Clinical Physiotherapist

- Working under the management of a more senior physiotherapist, preferably within the same department or building, or if based in a remote location, should have ready access to line manager by phone at all times.

- Concerned with clinical treatment, but rarely assesses fitness for work.
- Infrequent role in health education and promotion.
- Minimum experience – some relevant postgraduate clinical experience recommended.

Occupational Health Physiotherapist

- Working independently as the only physiotherapist in the organisation, or not directly managed by another physiotherapist, or managed by an Occupational Health Physiotherapy Manager but provides a specialist service in the following areas.
- Concerned with providing a clinical service, including assessment of patients' fitness for work.
- Occasional contributions to health education and promotion, as appropriate.
- May conduct simple workplace assessments for individuals.
- Likely to be responsible for maintaining and ordering physiotherapy stocks and equipment.
- Significant clinical experience

required – significant relevant postgraduate clinical experience recommended.

Specialist/Advanced Occupational Health Physiotherapist

- Works independently or as part of a team to develop/provide a clinical service in the context of occupational health.
- Regularly contributes to health education/promotion programmes.
- Regularly involved in workplace ergonomics and job design, likely to affect the expenditure of other departments within the company on a small scale.
- Responsible for return to work (RTW)/sickness absence assessments and planning graduated return to work for employees.
- May also contribute to the content and/or the delivery of training on manual handling, DSE and associated subjects.
- Significant postgraduate clinical experience recommended and suitable OH/Ergonomics qualifications.

Occupational Health Physiotherapy Manager/ Consultant

(The term consultant refers to professional status and not contractual status)

- Fulfils all criteria required for Specialist/Advanced Occupational Health Physiotherapist in the competency framework.
- Is either in charge of one or more physiotherapists working within an organisation, or responsible for the administration of physiotherapy units/services throughout an organisation.
- Involved in planning and implementation of occupational health programmes, strategies and research protocols in conjunction with other health professionals and management.
- Gives company-wide advice on selection of suitable ergonomic equipment (seating, workstations, lifting aids, etc), therefore having significant effect on company expenditure.
- Contributes to related policies across an organisation.

and/or

- Expert in occupational health physiotherapy practice and is recognised as making a distinguished contribution to OH physiotherapy, providing expert advice within and external to the organisation.
- Acts as a clinical lead for specialist OH service.
- Dependent on local service requirements, there will be emphasis on one or more of the other supporting functions of a physiotherapist operating at this level, ie service and practice development, education and professional development, research and evaluation, professional leadership.
- Occupational health/ergonomics qualification essential – extensive relevant postgraduate experience.

ACPOHE is continuing to review its grading structure and paypoints in 2019.

2 Salary scales

Salary scales are based on other relevant pay scales, both in the private and public sectors and the overall economic market. ACPOHE wishes to ensure that

members keep pace with other physiotherapy colleagues but also recognises the need to look at the employment market in which members may be situated. ACPOHE members work in a wide range of employment sectors including the NHS, other public sector organisations, private industry and services as well as independent practice.

It is often appropriate to negotiate above the minimum recommended rates. For example, where evaluation of the job description, knowledge, experience, budget and impact on business are comparable with other professionals within the same organisation. The minimum scales assume that starting pay for a new employee will depend on experience and qualifications. Movement along the range may be determined by job/performance appraisal.

Further guidance on how to conduct negotiations in the non-NHS sector is listed in the reference section.

2.1 Rationale for ACPOHE pay scheme Award 2019

ACPOHE's pay recommendations

are reached after assessing pay awards in the public and private sector. Inflationary predictions and financial indicators within the general economy are also considered. The 2018 NHS Pay Reform was accepted by NHS staff and employers in England, Wales and Scotland. Its aim is to improve productivity, retention and recruitment of staff. It takes account of annual inflationary rises and includes pay uplifts ranging from 6% to 29% across three years. The minimum percentage uplift for NHS Physiotherapy staff was 1.7% for 2019. ACPOHE recommends a 3% salary uplift across its pay points for each grade for 2019, which it considers reasonable for adoption in the public and private sector.

2.2 2019 salary scales

The 2019 pay scale has been amended in order to reflect the 3% increase across all grades, which will bring the ACPOHE pay scales above their NHS equivalents. This scale is considered the **minimum** expected rates for physiotherapists employed in Occupational Health and working a 36-hour week, and

continues to be effective from **1 April 2019** on a national basis. It is intended that the current salary scale is used as a basis for negotiation on pay and grading and will be adjusted to reflect any additional individual pay award. Where a normal full time working week is greater or less than 36 hours, the salary should be adjusted to compensate the hours required which the employer defines as full time.

Where "in-house" or NHS weighting applies in London and other specified geographical areas corresponding additions should be made to ACPOHE scales. The following are the links to the high cost area supplements and high cost area payment zones:

- www.nhsemployers.org/tchandbook/annex-4-to-10/annex-9-high-cost-area-supplements
- www.nhsemployers.org/tchandbook/annex-4-to-10/annex-8-high-cost-area-payment-zones

Where there are no "in-house" arrangements, current London weighting should be applied. The provision of these minimum rates should not prevent negotiation

2019 pay scales incorporating ACPOHE 3% salary uplift

Grade	Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
Clinical Physio	32,829	33,986	35,100	36,305	37,789	38,621
OH Physio	37,702	39,030	40,361	41,696	43,026	44,350
Specialist/Adv OH Physio	42,767	44,339	45,852	47,360	49,347	51,486
OH Physio Manager/ Consultant	46,885	48,539	51,344	51,846	53,498	57,218

Grade	Point 7	Point 8	Point 9
OH Physio Manager/ Consultant (cont.)	58,418	59,889	61,352

for additional enhancement or bonuses where this is normal practice. If market rates in the local area or employment sector are significantly higher, negotiation above the minimum rates is encouraged.

Further information can be found in the NHS Employers Handbook.

The amalgamation of the former Grades D and E in 2013 resulted in the removal of the lower three points on the former E grade as these overlapped with the former D grade. Members in this position should not be disadvantaged in their progression through the increments;

however, local negotiation may be required to plan their route to alignment with Point 6 on their new grade level.

3 Part-time employment

Part-time employees (less than 36 hours a week) must be eligible to participate in all benefits, including pension, bonus and sick pay arrangements.

A part-time employee should not be treated less favourably than comparable full-time workers as regards the terms of their contract unless the employer can justify such less favourable treatment on wholly

objective grounds. Pay calculations should be made on a pro-rata basis at the corresponding point on the pay scale for a normal 36-hour working week (or adjusted figure where full-time hours are greater or less than 36 hours a week).

4 Temporary/ fixed-term/agency employment

Physiotherapists employed through an agency or on a temporary or fixed-term contract should refer to the appropriate employment regulations for guidance on entitlements to equal treatment.

ACPOHE therefore recommends a percentage enhancement above the established point on the

corresponding ACPOHE scale, in order to reflect non-participation in benefits, normally afforded to permanent employees.

5 Self employment

Many physiotherapists are self-employed rather than an employee and sign a contract of service with customers or intermediate bodies rather than a contract of employment. In these cases, advice on self-employed status should be sought from the Inland Revenue to ensure that self employment is recognized for tax and national insurance.

Where a physiotherapist is paid on a self-employed basis, rates of pay to the individual should reflect those outlined on page 5. Some employers may choose to meet the requirements for the services of an occupational health physiotherapist by contracting them out on a self-employed basis.

For physiotherapists, each contract may represent only a small portion of their work. Such contracts normally exclude features such as paid holidays, employer's pension fund, National Insurance contributions and paid sick leave, as well as

payment for training and various forms of employment protection, such as unfair dismissal provisions and redundancy pay. It is therefore recommended that the fees charged must reflect both the absence of benefits, which are available to an employee, and the overhead cost of running a business, where appropriate. The value of these elements will vary from employer to employer, but most employers include a substantial "employment add-on cost" in their budgets. A percentage should be included in the hourly or sessional rates to reflect the risk placed on physiotherapists working without the security that an employee would have. Add-on costs may also include some or all of the following examples: room rental, supply of equipment, travel costs (mileage/time) CPD and insurance.

6 Other terms and conditions

Occupational health physiotherapists should be accorded professional status within the organisation in line with that of correspondingly graded staff, or those

undertaking duties of equal value, and receive such benefits as status justifies.

All other terms and conditions should be no less favourable than for other comparably graded staff within the organisation. This may include:

- Hours of work
- Overtime
- Holidays – normally a minimum of five weeks for full-time staff plus statutory and national holidays
- Sickness absence and payment
- Pensions – participation in employer's scheme on equal terms or option to make alternative arrangements
- Allowances – such as “in-house” weighting, London weighting and laundry
- Training and development
- Travel and mileage rates
- Bonus arrangements

Useful references

References available on the CSP website:

Quality Assurance Standards for physiotherapy service delivery (2012)

CSP Physiotherapy Framework (updated 2013)

Scope of Practice – CSP online

question tool

Negotiating Pay – A guide to negotiating pay and terms and conditions in the Non NHS sectors. IP49 ERUS (June 2009)

Reference available on the HCPC website:

Standards of Proficiency – Physiotherapists (2013)

Documents also available from ACPOHE website:

Guidance for Practice

Scope of Practice Information for Physiotherapists Working in Occupational Health and Ergonomics

Occupational Health Competency Framework, Physiotherapists Version

Other sources:

nhsemployers.org. 2018. *NHS Employers Handbook*. [online] Available at:

www.nhsemployers.org/tchandbook

(Annex 8 provides details on geographical areas covered by the high cost supplements. Annex 9 provides details on the levels of pay supplements.)

Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002

Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (SI 2000/1551)

Directive on Part-time Work (97/81/EC)

Agency Workers Regulation 2010

www.legislation.gov.uk/ukxi/2010/93/contents/made

ACPOHE
PHYSIOSFORWORKANDHEALTH

www.acpohe.org.uk