## NHS Lothian Business & Administrative Education/Career development pathway - Bands 2 to 7

Salary Up to £23,597

HCSW Induction standards

HNC/HND - Bus Mat & HR

PDA Leadership & Change

Diploma Mot & Leadership

C&G Medical terminology

MA/SVQ4 business

PDA Managing Self

Foundation PRINCE2

CIPD foundation

Introduction to

Management

Supervisorv

and Equality

Connecting with

Communication

Courage to Manage

**NPA Digital Skills** 

QI ZoneTuras

QI Foundation Modules

Management Skills

Recruiting with Fairness

PDA workplace assessmt

Rand 4

and code

and admin

& others

Taking Minutes

(Based on the NHS Scotland Career Framework - ref 1)

#### Key points:

Access into NHS

**EMPLOYABILITY** 

Project Search

COLLEGE/

placements

Academies and

Apprenticeships

Young People

**UNI COURSES** 

work experience and

Work placements

Get Into' Programmes

**APPRENTICESHIPS** 

Modern Apprenticeship

Foundation Apprenticeship

Lothian Workforce

- Business and Administrative covers the following job families: Business & projects. Finance. Human Resources. Information Systems & Technology, Office Service, Patient Services, Communications,
- The framework below gives examples of resources that staff can access as part of developing their roles and need to be agreed as part of staff's PDPR discussions. Please click on subject hyperlink for more detail
- Underpinning the pathway is: Mandatory training. Healthcare Support Worker Standards and Code. PDPR
- All new roles must be agreed via the NHS Lothian Workforce Organisational Change Committee

### Salary Up to £19.470

# Rand 2

HCSW Induction standards and code

MA & SVQ2 in Healthcare Support (non-clinical)

MA&SVQ2Business and Admin

C&G Medical terminology

Taking Minutes

Introduction to Management

Connecting with Communication

Courage to Manage

## **NPA Digital Skills**

QI Foundation Modules QI ZoneTuras

#### Rand 3

HCSW Induction standards and code

Salary Up to £21,349

HNC/HND - Bus Mat & HR

MA/SVQ3 Bus & Admin MA and SVQ3 in Healthcare Support

C&G Medical terminology

Taking Minutes

PDA workplace assessmt

PDA Managing Self and others

CIPD foundation

Introduction to Management

Supervisory

Management Skills

Recruiting with Fairness and Equality

Connecting with Communication Courage to Manage

## **NPA Digital Skills**

QI Foundation Modules

QI ZoneTuras

#### References

1 NHS Scotland Career Framework

http://www.nes.scot.nhs.uk/education-and-training/by-discipline/ business-and-administrativeservices aspx

#### Resources

1. NHS Lothian Career Pages http://careers.nhslothian.scot.nhs.uk/Pages/default.aspx

Salary Up to £37,010

2. Admin Centre http://www.theadmincentre.nes.scot.nhs.uk/default.aspx

#### Salary Up to £29,905

#### Band 5

NES Practice Mor Voc Training

MA - SVQ4 Business and Admin

HND - Bus Mat & HR

Foundation PRINCE2

Practitioner PRINCE2

PDA workplace assessmt

CIPD Programmes

CIPR Oualifications

CIPFA Qualification

Cert/diploma

Introduction to Management

Supervisory Management Skills

People Management

Recruiting with Fairness and Equality

Connecting with

Communication

Courage to Manage Covey's 7 Habits

## **NPA Digital Skills**

QI Foundation Modules QI ZoneTuras

8-9

## Band 6

NES Practice Mar Voc Training

PDA workplace assessmt

Foundation PRINCE2 Practitioner PRINCE2

**CIPD Programmes** 

CIPR Qualifi (Adv)

CIPFA Qualification

Dip/Strategic Introduction to Management

Supervisory

Management Skills People Management

Recruiting with Fairness

and Equality

Connecting with Communication

Courage to Manage Covey's 7 Habits

**NPA Digital Skills** 

QI Foundation Modules QI ZoneTuras

### Rand 7

Masters and Postgraduate Programmes

(Adv)

Salary Up to £43,471

NES Practice Mar Voc Training

Practitioner PRINCE2

CIPD Programmes

CIPR Qualifi

CIPFA Qualification People Management

Recruiting with Fairness

and Equality Connecting with

Communication

Courage to Manage

Covey's 7 Habits

Coaching/PairedLearning Plaving to your Strengths

Leading into the Future

QI Improvement Leader

programme

Quality Academy QI ZoneTuras

(SCQF) Level



























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Underpinned by Corporate & local Induction, HCSW Mandatory Induction Standards, Knowledge & Skills Framework, Personal Development Planning & Review, Mentorship & shadowing, Mandatory training including e-learning and classroom based training - Health & Safety, Fire, Hospital Associated Infection, Information Governance, Basic Life Support, Violence & Aggression, Public Protection, Equality & Diversity and Fire, Mandatory policy packages and Work Based Learning

