

## IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

### Trust Policies, Procedures and the Poole Approach

All staff are required to comply with all Trust policies, procedures and standards, and the Poole Approach at all times.

Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.

### Duty of Care

You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.

Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.

**Raising concerns:** you should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.

Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.

### NHS Standards of Business Conduct and Professional registration

All staff must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.

All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.

Clinical staff and staff who have a clinical component in their role have a responsibility to undertake the teaching/education of learners as required by their Professional body and/or the Trust.

### Confidentiality and Data Protection

All staff are required to maintain confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines, Data Protection Act 1998 and Children's Act and all other relevant legislation as appropriate. Any breach of same will be a disciplinary matter.

### Health & Safety

All staff must be aware of their responsibilities under the Health & Safety at Work Act and are reminded to take care of their own personal safety and others whilst at work.

In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare.

<b>Decontamination of Equipment:</b>	All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.
<b>Conflict of Interest</b>	The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or the benefit their family or friends. The Trust Standing orders require employees to declare any interest, direct or indirect, with contracts involving the Local Health Community. Staff are not allowed to further their private interests in the course of their NHS duties.
<b>Appraisal and Statutory Training</b>	<p>All newly appointed staff will receive an initial appraisal within 6 months of commencing in the post. Thereafter, appraisals will be conducted on an annual basis.</p> <p>All staff are expected to undertake all statutory and mandatory training as deemed necessary by the Trust.</p>
<b>Equal Opportunities</b>	The Trust is positively committed to the promotion and management of diversity and equality of opportunity in employment and the services we provide. Our policy, Managing Diversity, sets out our approach to these matters and it is the responsibility of every employee to comply with it.
<b>General</b>	The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.
<b>Safeguarding Adults</b>	All staff have a responsibility to ensure that adults at risk are safe from abuse or harm. An adult at risk is a person who is, or may be, by reason of mental or other disability, age or illness, unable to take care of himself or herself, or unable to protect himself or herself against significant harm or exploitation. All instances of concern should be reported to the Trust using the Cause for concern reporting process and Safeguarding Adults Lead Nurse should be contacted. It is an employee's responsibility to comply with all current legislation and adhere to Trust policy and procedures.
<b>Safeguarding Children</b>	All staff have a responsibility to ensure that children and young people are safe from abuse or harm. Employees must comply with the Trust's Child Protection/Safeguarding Children Policy and Procedures. In any instance of concern staff can contact Lynne Lourence, Safeguarding Children's Nurse or Dr Janet Kelsall, Named Doctor Safeguarding Children, for advice and support. It is an employee's responsibility to comply with all current legislation and adhere to Trust policy and procedures.
<b>Safeguarding Statement</b>	Poole Hospital NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that

they understand their roles and responsibilities and are confident about carrying them out.

*'It is the responsibility of every member of staff to maintain the highest standards of data quality for clinical, operational and managerial purposes'*

## **Infection Prevention and Control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health and Social Care Act 2008 (updated 2010), establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of Departments, Matrons and other Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCA

## **No Smoking Policy**

The Trust has a no smoking policy. Staff are not permitted to smoke on any of the Trust's premises nor in any vehicle used on Trust business.