

Part 3 - GENERAL INFORMATION FOR POST-HOLDER

SAFER RECRUITMENT

Equality & Diversity

The organisation is committed to achieving equality of opportunity for all colleagues and for those who access services. You are required to work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the organisation.

The ICB Executive Team and all ICB colleagues should promote an environment of inclusion as highlighted by the ICB values.

Health & Safety

The organisation recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its colleagues and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety.

All colleagues under contract will be expected to comply with all appropriate Health and Safety policies and ensure all statutory and mandatory training is up to date.

Risk Management

All colleagues will follow risk management policies and procedures at all times. All colleagues are personally responsible for risk management issues in respect of yourself and colleagues. If you identify a potential hazard, you should report it to your manager / supervisor at once using the organisational incident reporting process. If in doubt you should speak to your manager for guidance.

All colleagues have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested, to co-operate with any investigation undertaken. All colleagues must use the safety equipment provided and report any defects to their manager. You must attend risk management training as directed by your manager.

If you are a manager or have line management responsibilities for colleagues, a department or area of work, you are responsible for the risk management issues in that area. In conjunction with risk management, you will ensure that there is an annual risk management audit in your area, risks are identified on the local risk register and that where necessary, an action plan eradicating risks is drawn up and implemented.

Protection of Children and Vulnerable Adults

All colleagues have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Colleagues must be aware of the organisational procedure for raising concerns about the welfare of anyone with whom they have contact. The organisation believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practice which protects them.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the organisation to provide high quality services.

Infection Prevention and Control

The organisation is committed to reducing Healthcare Associated Infection. All colleagues are expected to comply with Infection Prevention and Control Strategies. All organisation colleagues are responsible for protecting themselves and others against infection risks and ensuring a clean safe environment is maintained. All colleagues regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems regarding this to their managers. All colleagues undertaking patient care activities must attend infection control training and updates as required by the organisation.

Policies and Procedures

Colleagues are expected to follow organisational policies, procedures and guidance as well as professional standards and guidelines. Copies of policies can be accessed via the ICB intranet or external website or via your manager.

The organisation operates a policy which promotes a smoke free environment.

Appraisal and Personal Development

The organisation is committed to lifelong learning for all colleagues and has put in place an appraisal and development infrastructure. All colleagues have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process colleagues have a joint responsibility with their line manager to identify any learning development needs in order to meet the agreed performance standards.

Information Governance

It is a contractual requirement for the post holder to ensure that as a minimum they acquire the necessary skills to implement good practice in all matters relating to information governance and in particular data which can be attributed to an individual. The post holder must adhere to information governance policies and procedures including the Data Protection Act, Caldicott principles, NHS Code of Confidentiality, Records Management, NHS Code of Practice Parts 1 and 2.

Managers have a responsibility to ensure that colleagues are equipped with the necessary tools to use in the implementation of information governance.

Records Management

The post holder has a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention, and disposal of records. The types of record held may consist of patient or colleague records, administrative records, photographs, microfiche, audio and tapes, e-mails, electronic and scanned records and text messages.

Data Quality

The organisation is committed to producing relevant and reliable data and information to support decision making, manage performance and provide evidence to demonstrate compliance with CQC standards. The post holder is responsible for ensuring any data and information recorded by the individual complies with the Data Quality Policy.

Partnership Working

The organisation is committed to partnership working and colleague involvement, underpinned by the values of openness, trust, colleague involvement, development, diversity at work, commitment to modernisation and delivering the highest standards of performance.

Equal Opportunities

The organisation is committed to respect for others (colleagues and patients), equality of opportunity and diversity in the workplace. All managers and colleagues must know what is expected of them and are responsible for ensuring that this is delivered in practice in their day to day working lives. The organisation will not tolerate any forms of bullying or harassment in the workplace.

Financial Instructions

Budget management and control is an element of each member of colleague's job description where they are designated as being budget holders. The post holder must comply with the Financial Standing Orders, Standing Financial Instructions and Scheme of Delegation as appropriate to this role.