

## ADDITIONAL INFORMATION & CONDITIONS

### Trust Values

All staff are expected to act as a role model to others and consistently reflect and demonstrate the Trust values of kindness, respect, excellence and safety in all aspects of their role. For more information about our values and behaviours please click on the following link. <http://www.chelwest.nhs.uk/about-us/organisation/our-values>

### Professional Association/Trade Union Membership

It is the policy of the Trust to support the system of collective bargaining and as an employee in the National Health Service; you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it.

### Health and Safety at Work

- a) It is the duty of every employee while at work not to intentionally or recklessly interfere with anything provided in the interest of health and safety, including anything provided in pursuance of statutory provision.
- b) It is the duty of everyone while at work to take reasonable care of the Health and Safety of themselves and other persons who may be affected by acts or omissions at work.
- c) It is the duty of every employee while at work to co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### Infection Prevention and Control

Infection Prevention & Control is integral to all members of staff working within Chelsea and Westminster Hospital Foundation Trust and as such all staff receive training at induction and then every two years.

All members of staff are expected to comply with National guidance including the Health & Social Care Act: Code of Practice for health and adult social care on the prevention and control of infections and related guidance (2008), and Trust Infection Prevention Control policies & guidelines including hand hygiene and bare below the elbows. All Infection Prevention Control policies are available on the Trust intranet or advice can be sought from the Infection Prevention & Control Team.

### Governance

All consultants are expected to participate actively in the Trust wide Clinical Governance Programme. Details of the Clinical Governance Annual Development plan are available from the Clinical Governance department.

### Information Quality Assurance

As an employee of the Trust it is expected that you will take due diligence, care and follow Trust requirements and instructions with regard to any information collected, recorded, processed or handled by you during the course of your work.

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

### **Intellectual Property Rights**

The Trust will assume joint or outright ownership of all intellectual property arising from your work unless it can be proven that the invention demonstrably arises outside your area of duty. The Trust operates a reward to invention scheme, details of are available from the Human Resources Department. All staff are expected to comply with any Trust Intellectual Property policies and procedures.

### **Freedom of Information**

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity. Guidance is available from the Trust FOI Lead.

### **Violence and Aggression**

The Trust has adopted a security policy in order to:-

- Help protect patients, visitors and staff
- Safeguard their property

All employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible.

### **Confidentiality**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and the trust business.

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, gain or benefit their family or friends.

### **Data Protection**

If you are required to obtain, process or use information held on computer or word processor, you should do it in a fair and lawful way, ensuring accurate data is maintained. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose data only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to data will result in disciplinary action which may include dismissal. Employees are expected to comply with all Trust data management processes and procedures. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate data training (e.g. HISS induction, organising refresher sessions for staff when necessary).

### **Equality and Diversity**

Chelsea and Westminster Hospital NHS Foundation Trust values equality and diversity in employment and the services we provide. We are committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in Chelsea and Westminster Hospital NHS Foundation Trust are recognised.

The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or

employment status, sexual preferences, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements of the job.

### **Patient and Public Involvement**

The Trust has a statutory duty to involve service users, carers and the public in the work of the organisation. We consider that Patient and public involvement is the responsibility of every individual working for our Trust. All staff have a responsibility to listen to the views of patients and to contribute to service improvements based on patient feedback. You will be expected to support the Trust in this aim through your working practice.

### **Safeguarding Vulnerable Adults & Children**

A vulnerable adult or child is a person who is, or may be, unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation. As a staff member working within a healthcare setting you may frequently come into contact with vulnerable adults, children, young people and their families or carers. You have a duty by law to ensure that you play your part in safeguarding and promoting the welfare of vulnerable adults and children.

### **No Smoking Policy**

The Chelsea and Westminster Hospital Foundation NHS Trust operate a No Smoking policy in all buildings and on Trust premises.

### **Car Parking and Public Transport**

There is a public car park at the hospital for which a fee is payable for a permit to park. Staff eligible for a permit at the main hospital site are able to make a salary sacrifice allowing them to save up to 40% on the annual fee. Further details are available from the transport department within the trust.

### **Trust Policies and Procedures**

Trust Policies and Procedures are available on the Trust Intranet. All Human Resources Policies (such as Disciplinary, Grievance, a policy Against Bullying and Harassment in Workplace, Sickness, Career Breaks, Maternity/Paternity Leave and Flexible Working) are listed on the Intranet under Human Resources/HR Policies and are also available directly from Human Resources. Doctors are also managed in accordance with the national framework for managing medical conduct, capability and ill health "Maintaining High Professional Standards" which is also available on the Intranet or via Human Resources.

### **Facilities and Benefits**

Chelsea and Westminster Hospital is based in a vibrant and exciting area of London with excellent transport links that enable staff to commute from all over the capital and beyond to work here – interest-free season ticket loans for public transport are available.

Other staff benefits include a subsidised play scheme during school holidays for the children of Trust staff, childcare vouchers, and a wide range of staff discounts at local restaurants, bars and shops. Savings of up to 40% on the cost of a bike can be made by joining the Cycle to Work scheme. Staff issued with a parking permit can make savings by opting to join the Parking Permit Salary Sacrifice Scheme. Further information on the Trust is available at [www.chelwest.nhs.uk](http://www.chelwest.nhs.uk)

**Pension Scheme**

The new NHS Pension Scheme arrangements were effective from 1 April 2008. For further information visit [www.pensions.nhsbsa.nhs.uk](http://www.pensions.nhsbsa.nhs.uk) or contact the Trust's Pension Manager.