

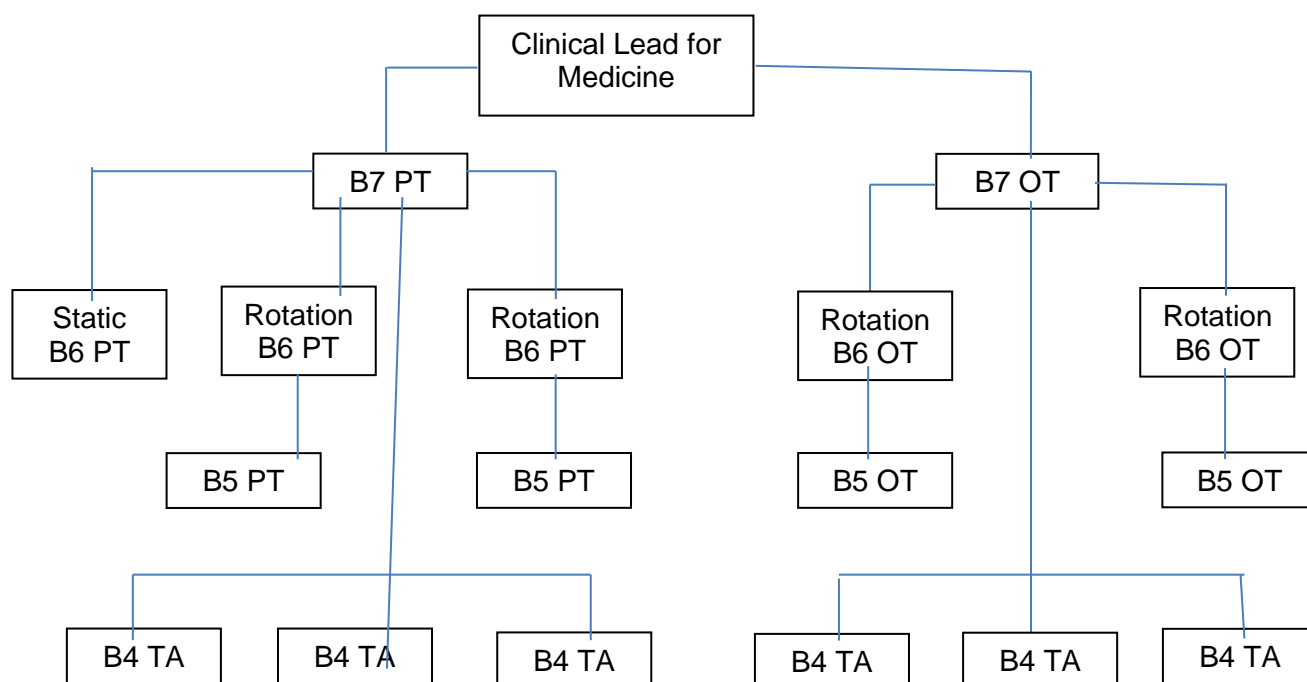


JOB DESCRIPTION

| | |
|---|---|
| Job Title: | Team Lead Occupational Therapist – Medicine and Senior Adult Medical Services |
| Department: | Therapies |
| Division: | Diagnostics, Therapeutics and Cancer services |
| Band: | 7 |
| Hours: | 37.5 hours per week |
| Responsible to: | Clinical Lead for Occupational and Physiotherapy in Medicine |
| Accountable to: | Therapy Manager for Occupational and Physiotherapy |
| Responsible for: | Supervision/ Clinical supervision of Therapists within team Occupational Therapy undergraduates Supervision of Therapy Assistants |
| Base: | Main base St Peter's Hospital with requirement to work at any other Trust site as required to fulfil role. Please note there is a free bus service between sites. |
| Disclosure and Barring Service Required: | Yes Enhanced |
| Job Summary: | <p>The post holder will</p> <ul style="list-style-type: none"> • To be jointly responsible for the day-to-day operational management of physiotherapy and occupational therapy over 5 medical wards including the therapy led Medically Fit for discharge ward. • Act as a specialist occupational therapist and ensure high standards of practice on the medical wards, including the short stay units and MFFD ward. • To provide skilled team leadership in planning and delivering the high standards of occupational therapy assessment, management, treatment, and advice to patients on the medical wards on a daily basis. • To take a major role in the advanced assessment and management of patients within this specialty who may have a complex presentation and / or a multi-pathology presentation, determining best delivery of care, in conjunction with the multi-disciplinary team (MDT). • To work as an autonomous professional according to the Royal College of Occupational therapy "Rules of professional conduct" and "standards of Occupational therapy", and the Health Professions Council's (HPC) regulation • To provide clinical expertise and support to the team within Medicine and Care of the Elderly (SAMS) service ensuring high level of clinical skills in the team. • Be involved in developing the service in line with national and local strategic plans. |

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|----------------------------------|---|
| | <ul style="list-style-type: none"> To line manage the Medical Therapy team occupational therapists consisting of band 6 x2, band 5 x1, band 4 x 3 staff. (Please note that as of March 2024 the medical team is undergoing some restructure and we are looking to create an additional band 5 OT post that will be included in the above numbers.) The trust provides a 24-hour, 7 day a week, 365 days per year service. The post holder will be required to cover weekends and bank holidays. The Trust is moving towards 7 day working and this post will be expected to participate in providing the therapy service across 7 days, including extended hours and weekend working |
| Key working relationships | <p>Internally the post holder will develop effective working relationships with:</p> <ul style="list-style-type: none"> Patients and their carers Multidisciplinary team members Consultants in the medical division including SSSU and SAMS and Gastroenterology Department colleagues Admin and clerical staff <p>Externally this includes:</p> <ul style="list-style-type: none"> GPs and Community Matrons Rehabilitation teams – community and hospital based and OSD services Adult Social care Care Agencies Voluntary services Special interest groups Universities |
| Key Result Areas: | <ol style="list-style-type: none"> To have made an effective contribution to reaching the Trust's vision, strategic objectives and key work programmes. To act as a lead specialist occupational therapist resource within speciality using highly developed clinical skills in theoretical knowledge and relevant practical experience To provide clinical leadership for other therapists in the Medical Therapy Team To make an effective contribution to the clinical quality and efficiency of the Medical Therapy Team, evidencing consistent and sustained improvements in standards of practice and care delivery To effectively manage the day to day running of the Medical Therapy Team, along with the Physiotherapy Team Leader To provide role model expertise and behaviour To comply with Health Care Professions Council Code of Ethics and Professional Conduct. To contribute to the operational and strategic development of the service in support of the Clinical Lead for Occupational and Physiotherapy - Medicine Evidence of staff development to meet needs |
| Date of last review: | March 2024 |

1. DEPARTMENT ORGANISATION STRUCTURE CHART



| | Total WTE | Band 4 | Band 5 | Band 6 | Band 7 | Band 8 |
|----|-----------|--------|--------|--------|--------|--------|
| PT | 6 | - | 2 | 3 | 1 | 1 |
| OT | 5 | - | 2 | 2 | 1 | 0 |
| TA | 6 | 6 | - | - | - | 0 |

2. MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

Clinical or technical

- To take a leading role in the advanced assessment, clinical diagnosis and treatment of patients with acute medical illnesses. These patients often have complex and or chronic presentation.
- To act as a lead specialist occupational therapy resource using highly developed clinical skills in theoretical knowledge and relevant practical experience.
- To be responsible as an autonomous practitioner to undertake a significant specialist clinical caseload and use excellent clinical reasoning skills to utilise a wide range of treatment skills and options to formulate a specialised programme of care using a range of interventions.
- To use investigative and analytical skills, manual assessment techniques and diagnostic procedures to assess complex patients, to support other more junior staff with their patients as required and to make referrals to other disciplines and agencies as appropriate.
- To formulate accurate prognoses and recommend best course of intervention, developing comprehensive discharge plans.

- To support less experienced staff with their patient caseload.
- To have a high level of understanding of clinical governance and clinical risk and the use of treatment plans with an evidence-based link.
- To set and maintain a high standard of clinical care using evidence-based practice, keeping up to date with clinical developments, analysing current research, critiquing and implementing changes in clinical practice and encouraging this throughout the team.
- To be responsible for setting and monitoring of standards and policies of clinical practice in the team evaluate outcomes.
- To take responsibility for the writing of evidence based clinical guidelines and protocols as appropriate to the speciality and for regularly reviewing and updating those guidelines.
- To be professionally and legally responsible and accountable for all aspects of professional activities working within codes of practice and professional guidelines.
- To develop services in line with recent NHS initiatives and guidance.
- To use ongoing investigative and analytical skills, assessment techniques and diagnostic procedures to assess complex patients.
- To demonstrate sound clinical reasoning skills and select appropriate treatments.
- To be able to adapt treatments dependent on clinical outcome and formulate an appropriate plan.
- To be aware of risks involved as part of delivering clinical care and manage this within own patient caseload.
- To demonstrate physical ability to carry out assessments and interventions including manual and therapeutic handling techniques. This post involves frequent light to moderate physical effort.
- To attend relevant board rounds and meetings as required, to ensure appropriate management and effective and timely discharge of patients.

Leadership or managerial

- Work in close conjunction with Clinical Lead for PT and OT for Medicine and other Band 7 Team Leads
- To be jointly responsible for the day-to-day operational management of the occupational therapy and physiotherapy service to the medical wards and MFFD wards as the Trust reconfigures its bed base (This is currently a total of 5 wards altogether.).
- Act as a role model and resource, providing information and promoting high standards of patient care, whilst working closely with other professionals
- Supervise junior and senior staff within team.
- Effectively plan the daily management of a caseload of patients by prioritising clinical work, responding to urgent referrals and frequently unpredictable work patterns
- Maintain the high standards of the service by contributing to the individual team and service objectives.
- Ensure team working within Ashford and St Peter's Hospitals, assisting other members to effectively prioritise, plan and manage their caseloads.
- Demonstrate ability to manage potentially stressful and upsetting or emotional situations in an empathetic manner.
- Demonstrate ability to prioritise clinical and managerial work and balance other patient related and professional activities as the department requires.
- Participate in the appraisal scheme as an appraiser and to be appraised.
- To work with the Therapy Managers in developing strategic and operational management of the Occupational Therapy Service.
- Demonstrate a high level of understanding of clinical governance and clinical risk

- Initiate and lead projects to develop services in line with recent NHS initiatives and guidance and in response to local demand.
- Work as part of the Occupational therapy Team to provide an efficient and effective service.

Communication

- Demonstrate ability to communicate complex and sensitive information to patients, carers and other staff including imparting unwelcome news relating to their rehabilitation potential and gaining consent for treatment.
- Assess patients' understanding of treatment proposals, gain valid consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment.
- Demonstrate ability to motivate patients to comply with extended periods of treatment.
- Maintain accurate records in line with HCPC, RCOT, Trust and service standards and policies.
- Ensure that records of directly managed staff also comply with these standards.
- Use a range of verbal and non-verbal communication tools to communicate effectively and sensitively with patients to progress treatment programmes. This may include patients who may have difficulties in understanding or communicating.
- Communicate any changes in care plan or treatment approach to other Occupational therapists/ MDT colleagues as necessary.
- Attend staff meetings and actively participate ensuring understanding of information imparted.
- Take responsibility for leading/supporting local team meetings to ensure accurate and timely information giving and receiving.
- Initiate and maintain good contact with local service both internally and externally.
- Provide advice to other disciplines both internally and externally to ensure a multidisciplinary approach to care.
- Ensure timely and effective communication with the Therapy Manager and Clinical Leads on all operational or professional matters.
- Communicate effectively with all disciplines involved in a patient's care, both those from within the organisation and those outside, to ensure efficient multidisciplinary working.
- Initiate and maintain contacts with local and national clinical interest groups appropriate to the clinical field and to share and disseminate knowledge with colleagues working within the directorate.

Education

- Supervise and lead on the professional development and training of Occupational Therapists and other members of the team in the specialist field.
- Undertake regular supervision with individuals to support clinical reasoning and to undertake joint problem patient sessions as facilitator and participant.
- Take responsibility for the training of junior staff, students or assistants/technicians within own clinical area.
- Participate in any training sessions as a recipient and facilitator.
- Disseminate any training received to other staff and healthcare professionals.
- Be actively involved in special interest groups to share and disseminate knowledge to colleagues.

Information and reporting

- Ensure all Trust IT systems are used effectively, particularly the use of Electronic Patient Records is implemented and used to record patient notes and activity.
- Collect & record data accurately in accordance with professional guidelines and ASPH Values.

. Research and Development

- Demonstrate the use of relevant information and research findings to support and promote evidence-based practice within the clinical area.
- Promote clinical excellence through initiating & participating in setting, maintaining and monitoring standards of care within a clinical governance framework.
- Participate in both clinical and organisational audit to continually evaluate the effectiveness of the service.
- Feedback to appropriate stakeholders on the results, trends of audits and research undertaken.

Service improvement

- Monitor and maintain acceptable standards of care in conjunction with the multi-disciplinary team

General responsibilities

- To support the department and organisation by carrying out any other duties as qualified and able
- This job involves regular exposure to unpleasant working conditions e.g., bodily fluids and occasional exposure to verbal aggression

PERSON SPECIFICATION

Post: Team Lead Occupational Therapist – Medicine and Senior Adult Medical Services
Department: Therapies

| Factors | Essential | Desirable |
|--|--|---|
| Attitude, Behaviour and Values | <ul style="list-style-type: none"> • Always puts patients first • Customer service focus • Willing and able to take personal responsibility • Demonstrates passion for excellence • Seeks out and takes opportunities for improving the service offered • Takes pride in their work and their team • Flexible in their attitudes and behaviours to support team working and delivery of objectives • Respects, values and cares for others • Supports learning and development of self and others • Supports and promotes equality and diversity | |
| Qualifications and Further Training | <ul style="list-style-type: none"> • Diploma/degree in Occupational Therapy leading to inclusion on HCPC register • Appropriate training at MSc level or equivalent experiential development • Evidence of ongoing development including evidence of courses / conference attendance • Practice educators course | <ul style="list-style-type: none"> • Registration with professional body and special interest groups • Clinical Supervisors course • Leadership training |
| Experience | <ul style="list-style-type: none"> • Significant experience in discharge planning in the NHS • Minimum 5 years' experience to include at Band 6 level in the NHS on acute medical wards • Experience working within an acute hospital setting • Experience of leading a team • Experience of managing a caseload of older adults and patients with complex presentations • Experience of managing own caseload and prioritising and delegating to junior staff • Teaching of staff, patients, peers and carers | <ul style="list-style-type: none"> • Involvement in project work / service development • Experience in teaching and leading teaching in a variety of ways |

| | | |
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| | <ul style="list-style-type: none"> • Ability to assess clinical ability of staff and develop training to progress their clinical skills • Clinical supervision of students undertaking post graduate courses • Involvement in appraisal process as appraisee • Appraisal of other staff • Knowledge of clinical governance agenda | |
| Knowledge | <ul style="list-style-type: none"> • NHS Constitution • Ability to carry out highly advanced range of assessments and procedures to make a clinical diagnosis, treatment and management plan • Knowledge and understanding of a range of treatment approaches for speciality • Able to identify and set goals • Knowledge of relevant National and clinical guidelines and ability to lead in implementing changes to practice • Evidence of use of audit and its use to improve interventions/service • Effective communication skills (written and verbal), both inter-professionally and multidisciplinary within the organisation • Involvement in special interest groups • Trust vision, values, strategic objectives and key work programmes | <ul style="list-style-type: none"> • Clinical Audit |
| Skills | <p>Must be able to demonstrate, in relation to people who use Trust and other related services:</p> <ul style="list-style-type: none"> • Evidence of highly specialised skills for clinical practice, based on evidence. • Advanced clinical reasoning skills in deciding certain interventions (i.e. risk assessment and discharge planning, management of complex disability • Knowledge & awareness of diversity and human rights and the competencies appropriate to your role to support their diverse needs and human rights. • Effective communication with service users and with other staff to ensure that their care, treatment and support are not compromised • Good understanding of their communication, physical & emotional | |

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|---------------------------|--|--|
| | needs; can identify their individual needs and preferences, their changing needs and recognise and promote their independence. | |
| Other requirements | <ul style="list-style-type: none"> • Must be able to demonstrate that you are honest, reliable, trustworthy & treat people who use the services, and colleagues, with respect • Must be able to demonstrate that you have knowledge of your professional code of conduct and guidance issued by your professional body and that you adhere to these. Highly motivated • Able to work as a team member, awareness of workings of within a MDT and own contribution towards it • Punctual and reliable • Highly motivated • Willingness to undertake professional self-development • Commitment and ability towards partnership working with user and carers. • Able to work flexibly across specialities as need arises • Able to deal with difficulties involving colleagues / patients | <ul style="list-style-type: none"> • Car driver and access to car |

Values and Behaviours

Ashford and St. Peter's Hospitals **NHS**
NHS Foundation Trust

Patients First

| | Exemplary 4= acts as a role model | Essential 3 = always demonstrates 2 = sometimes demonstrates | Unacceptable 1= does not demonstrate |
|----------------------|--|---|---|
| Care | Always finding ways to make a difference for the benefit of others | Ensuring that basic needs are always met | Ignoring patients who need help – the standard you walk past is the standard you accept |
| Compassion | Making everyone feel special – knowing your patients well and treating them as individuals | Putting yourself in others' shoes – you could be the only word of kindness that person receives all day | Not being aware of others' needs or feelings |
| Communication | Adjusting your communication style to fit the person or the purpose | Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood | Making little effort to explain situations, creating anxiety and confusion |
| Humility | Using what our patients and others tell us to make our care the best it can be | Apologising and being open when things have gone wrong | Arrogance – assuming we have all the answers and not listening to our patients |

Passion for Excellence

| | Exemplary 4=acts as a role model | Essential 3 = always demonstrates 2 = sometimes demonstrates | Unacceptable 1= does not demonstrate |
|-------------------|---|--|---|
| Positivity | Sharing good news and positive stories, seeing and inspiring the best in others | Striving to be the best you can | Spreading negativity, or having a "can't do" attitude |
| Insight | Stopping, looking and listening – being mindful of your environment | Having an in depth understanding of your day to day practices and the impact they have on others | Not being aware of impact on others |
| Initiative | Finding and seizing opportunities to go the extra mile without being asked | Taking a proactive approach, and prioritising | Being passive and demonstrating a lack of attention to detail |
| Innovation | Being bold, ambitious and creative and challenging the norm | Seeking out new ideas and finding ways to put them into practice | Accepting average standards or refusing to move from the status quo |



Developed by staff through the Trust Wall and through conversation in Autumn 2013

Personal Responsibility

| | Exemplary 4= acts as a role model | Essential 3 = always demonstrates 2 = sometimes demonstrates | Unacceptable 1 = does not demonstrate |
|------------------------|---|---|---|
| Commitment | Equipping yourself with the skills, knowledge and wellbeing required to deliver your best | Performing your duties to the best of your ability and always being punctual and prepared | Taking little interest in doing a good job |
| Self-awareness | Leading by example and taking responsibility for your actions | Treating people as you would like to be treated, remembering that the little things often make the biggest difference | Looking for excuses or undermining others |
| Open-mindedness | Being objective and providing, seeking and valuing regular constructive feedback | Continuously listening, learning and improving | Showing little interest in improvement or being dismissive of others' ideas or feedback |
| Courage | Not being afraid to challenge poor behaviour and inspiring courage in others | Believing in yourself and your contribution, and having the confidence to speak up and speak the truth | Not being willing to trust others, or avoiding difficult issues |

Pride in our Team

| | Exemplary 4=acts as a role model | Essential 3 = always demonstrates 2 = sometimes demonstrates | Unacceptable 1= does not demonstrate |
|-------------------------|--|--|--|
| Constructiveness | Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating | Treating one another with dignity, intelligence and respect | Shouting, taking an aggressive tone, or finger-pointing |
| Selflessness | Taking on tasks, beyond expectation, to achieve team or organisational goals | In your work, prioritising the needs of your patients, teams and organisation ahead of your own | Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility |
| Collaboration | Helping others to see that they can achieve more together than can be achieved alone | Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals | Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views |
| Integrity | Always being open and honest, setting realistic expectations, and consistently demonstrating your values | Being honest and delivering what you promise or making others aware if you are unable to deliver | Being dishonest or biased, or actions not matching words |

VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal and development.

WORKING FOR THE TRUST GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <http://www.ashfordstpeters.org.uk/employment>. ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <http://www.ashfordstpeters.org.uk/organisational>

COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy
- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality Policy <http://trustnet/documents/menu113.htm> and Information Governance Policy <http://trustnet/documents/menu1107.htm>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at http://www.ashfordstpeters.org.uk/attachments/799_Freedom%20of%20Information%20Policy.pdf

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <http://trustnet/documents/menu11.htm>

DEVELOPMENT, MODERNISATION AND CHANGE

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <http://www.ashfordstpeters.org.uk/organisational>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role /

band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

INCLUSION DIVERSITY AND RIGHTS

All staff have a duty promote people's equality, diversity and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site:

<http://www.asph.nhs.uk/annual-equality-and-diversity-report>

MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

MANDATORY TRAINING

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

NHS CONSTITUTION

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being and safety.
- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

Staff responsibilities:

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <http://www.dh.gov.uk/en/Healthcare/NHSConstitution>

QUALITY AND RISK MANAGEMENT

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards.
(<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Risk & health & safety policies are available at <http://trustnet/documents/menu3.htm>;
- Patient care policies are available at <http://trustnet/documentss/menu8.htm>;
- Fire policy is available at <http://trustnet.asph.nhs.uk/documents/document306.htm>;
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

WHISTLE-BLOWING (FREEDOM TO SPEAK UP)

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at:
http://www.ashfordstpeters.org.uk/attachments/1276_Whistle%20Blowing%20Policy.pdf

The Trust's policy on whistleblowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at: <http://trustnet/departments/speakup/>

REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided

SAFEGUARDING

All Trust employees have a responsibility to take appropriate action if they believe that a child or vulnerable adult is in need of services or in need of protection and they must be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Everyone is responsible for accessing the relevant level of training and following the Trust's local and SSCB's Child Protection and Safeguarding procedures.

Information on Child Protection is available at:

http://www.ashfordstpeters.org.uk/attachments/1247_Child%20Protection%20Safeguarding%20Policy.pdf and
<http://trustnet/docsdata/paed/index20.htm>

Information on the Abuse or Suspected Abuse of Vulnerable Adults is at:

http://www.ashfordstpeters.org.uk/attachments/723_Abuse%20or%20suspected%20abuse%20of%20vulnerable%20adults.pdf

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff required to have a DBS disclosure for their post will undergo a recheck every three years. Employees must cooperate with the renewal process and submit their DBS applications promptly when requested.

March 2024

