



General Information

Caldicott principles

All employees should be mindful of the seven information management Caldicott principles when dealing with data belonging to the organisation and person identifiable information.

1. Everyone must justify the purpose(s) for which patient-identifiable information is used
2. Do not use patient-identifiable information unless it is absolutely necessary
3. Only use the minimum necessary for the purpose
4. Access to patient-identifiable information should be on a strict "need to know" basis
5. Everyone with access to patient-identifiable information should be aware of their responsibilities
6. Everyone with access to patient identifiable information should understand and comply with Data Protection and Security legislation
7. The duty to share information can be as important as the duty to protect patient confidentiality

Confidentiality and Data Protection

In accordance with the Data Protection Act (1998), the Trust is authorised, if required to do so, to obtain, process and/or use information held on a computer in a fair and lawful way. The Trust is authorised to hold data only for the specific registered purpose.

Barnet, Enfield & Haringey Mental Health Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need to know basis. Some data may be particularly sensitive and is the subject of a specific Trust policy, including information relating to the diagnosis,

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treatment and/or care of patients, individual staff records and details of contract prices and terms.

Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. Due to the importance that the Trust attaches to confidentiality, disciplinary action will be taken for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection. All employees should be mindful of the six information management Caldicott principles when dealing with Trust data and person identifiable information.

Conflict of Interest

All applicants to any post within the Trust are required to declare involvement directly with any firm, company or organisation which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered after appointment that such information was withheld, this may lead to dismissal.

Criminal Record

In view of the nature of the work, this post is exempt from the provision of Section 4 (2) of the Rehabilitation Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemption order 1975). Applicants are therefore not entitled to withhold any information about convictions including those which for other purposes are "spent" under the provisions of the Act. You are therefore required to declare any pending prosecutions, convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. In event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Relevant information should be sent to the Trust's Medical Director, in an envelope marked for his personal attention and will be completely confidential and be considered only in relation to an application for positions to which the order applies.

If the post you are applying for also involves substantial access to children, the Trust is entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence and will be destroyed immediately the selection process is completed.

This disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers the conviction





renders you unsuitable for appointment. In making the decision the Trust will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Trust's published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal/disciplinary action if the discrepancy comes to light. If you would like to discuss in confidence the effect any conviction might have on your application, please contact a Senior Officer in the Personnel Department for advice.

Customer Awareness

Barnet, Enfield & Haringey Mental Health NHS Trust expects its employees to communicate to colleagues, patients and visitors in a polite and courteous manner at all times.

Equal Opportunities

It is the aim of the Trust to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, religion, disability or sexuality and is not disadvantaged by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunities Policy.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Health

If successful in being appointed to a post, all employees MUST report to the Occupational Health Department within two weeks of starting in post. All Employees who perform "exposure prone procedures" should be immunised against Hepatitis B. Antibody response should be checked on a regular basis. Failure to attend for review with the Occupational Health Department or failure to comply with the regulations pertaining to Hepatitis B may result in an employee being suspended from duty. For further information, either contact the HR Department or the Occupational Health Department. All matters discussed will remain confidential.

Improving Working Lives

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The Trust is committed to Improving Working Lives of all staff and wherever possible will endeavour to accommodate requests for specific working patterns taking into account service needs.

Infection Control

All staff will be expected at all times to practice in accordance with the infection control standard specified in the policies of the organisation.

Mandatory Training

All staff is required to attend any training designated by the organisation and/or service as mandatory (compulsory) for the position held or to provide evidence of previous, recent equivalent training at a level appropriate to the post held.

Mobility

As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.

No Smoking

BEH-MHT operates a "No Smoking Policy" which does not allow smoking at work or on any Trust property.

Pension

The NHS offers a superannuation scheme which provides a variety of benefits based on service and final salary. Membership of the scheme is optional and further details are available on appointment.

Personal Property

The Trust cannot accept liability for loss or damage to personal property on official premises by burglary, fire, theft or otherwise. Staffs are therefore advised to take out an insurance policy to cover personal property.

Policies and Procedures

All employees, at all times are subject to the policies and procedures of this organisation.

Professional Registration

With respect to any post for which the appointment is subject to holding a specific professional registration, as set out in the person specification for the post, it should be clearly understood that the postholder must maintain their professional registration.

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Safeguarding Children and Vulnerable Adults

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults.

Satisfactory Clearances

For all posts where the appointment is subject to satisfactory clearance via the Criminal Records Bureau or Independent Safeguarding Authority, or any other successor agency, it should be clearly understood that the postholder must maintain satisfactory clearance status throughout his/her employment in the post.

Standards of Business Conduct for NHS Staff and Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the Code of Conduct for NHS Managers. All staff are required to act in accordance with the rules and regulations as described in the organisation's Standing Orders and Standing Financial Instructions.

The organisation reserves the right to report any activity, incident or suspicion of behaviour likely to be deemed a breach of a professional code of conduct to the appropriate professional body. This decision as to whether such a report will be made will only be taken by the appropriate service Director after he/she has fully considered the available facts. At all times, the safety of the public, staff and the reputation of the employing organisation and the wider NHS will be key points for consideration before any report is made.

Information Relating to Terms and Conditions of Service

The Post will be offered under the terms and conditions set out in the new consultant contract [England 2003].

Basic Pay and Pay Thresholds – determined in accordance with the terms





and conditions of the Consultant Contract: **£82,096** rising by eight thresholds to **£110,683** plus London Weighting of £2,162 per annum. Part-time consultants will be paid pro-rata to the thresholds described above based on the number of agreed weekly Programmed Activities.

The Trust is entitled at any time to deduct from the post-holders salary, or any other monies payable to the post-holder by the Trust, any overpayment of salary or wages, under-deduction of charges, overpayment of holiday entitlement or any other sum which the post-holder may owe to the Trust and, if this is insufficient, the Trust may require payment of the balance.

Superannuation Scheme

The post-holder will be entitled to join or remain in the NHS Superannuation Scheme, which provides:

- A pension and an option to exchange part of pension to cash at retirement, up to 25% of capital value
- Life assurance cover
- Voluntary early retirement benefits
- Ill-health retirement benefits
- Redundancy benefits
- Family benefits
- Option to increase benefits

All pension benefits are based on salary and length of membership of the scheme.

No contribution will be made by the Trust to personal pension plans for those who opt out of the NHS scheme.

Annual Leave

Entitlement will be **33 days or 35 days (with 7 or more years length of service as a consultant)** per annum for full time working. In addition there is entitlement to 8 Public/Bank Holidays. For doctors contracted to work part time annual leave, including Public/Bank Holidays will be calculated pro rata.

Period of Notice

To terminate employment a period of 3 months' notice on either side will be required.

The Job Description is neither exclusive nor exhaustive and the duties and





responsibilities may vary from time to time in the light of the changing circumstances in consultation with the post holder.

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