

## **Trust Policies and Procedures**

The post holder is expected to adhere to Trust policies and procedures and relevant legislation including the requirements of any professional bodies and to attend mandatory training as identified by the Trust.

Particular attention is drawn to the following requirements:

### **INFORMATION GOVERNANCE AND DATA PROTECTION**

All employees are required to:

- protect information about the organisation, its staff and its patients in accordance with the organisation's information governance policies and data protection legislation, during and after the termination of employment.
- only access information that they are required to do so as part of their role.
- implement the appropriate technical and physical measures to ensure that information is safe and secure.
- familiarise themselves with the organisation's information governance policies and data protection legislation.
- undertake information governance training on an annual basis.

The organisation's information governance policies are available on its intranet pages. Failure to comply with or adhere to the organisation's information governance policies or data protection legislation will be treated as misconduct under the organisation's Disciplinary Policy. This may result in dismissal or criminal proceedings.

It is strictly forbidden for staff to look at, seek or share any information relating to themselves, their family, friends, acquaintances or colleagues unless they are directly involved in their care or processing the information as part of their responsibility as an employee. Inappropriate access to confidential information will be treated as misconduct under the organisation's Disciplinary Policy, which may result in dismissal or criminal proceedings.

### **INFECTION CONTROL**

In order to comply with the Health Act 2006 (Code of Practice for the Prevention and Control of Health Care Associated Infections) it is the responsibility of every member of staff to prevent and control the spread of infection following the Trust's infection control policies.

These are available on the intranet in the Infection and Prevention Control section. If, as a routine part of your job, you do not have access to the intranet please discuss

with your line manager how you can access this information to ensure that you are familiar with your responsibilities.

### **SAFEGUARDING**

HDFT takes its responsibility to safeguard and protect the welfare of both adults and children very seriously. During the annual appraisal process appraisers will use the appropriate documents to work with post holders to identify the relevant competencies necessary for this role and ensure the post holder is competent to undertake any appropriate duties or requirements to safeguard adults and children.

For child safeguarding issues the relevant documents are the HDFT Child Protection Training Strategy and the Intercollegiate Document "Safeguarding Children: the Roles and Competencies of Health Professionals." For adult safeguarding issues the relevant documents are the HDFT Safeguarding Adults policy, particularly the Training Needs Analysis.

Safeguarding also means ensuring that fundamental aspects of care, such as appropriate nutrition, preventing falls and minimising the risk of pressure ulcer formation, is provided for each patient in our care.

### **HEALTH AND SAFETY**

**All Managers** have a general accountability for ensuring, so far as is reasonably practicable, the health, safety and welfare of the employees under their direction at work.

**All employees** are required to:

- Take reasonable care for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Use safety equipment or clothing in a proper manner and for the purpose intended.
- Note that any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Work in accordance with any health and safety procedures, instructions or training that has been given.
- Not undertake any task for which they have not been authorised and for which they are not adequately trained.
- Bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment.
- Note that all employees are under a duty to familiarise themselves with the Risk Management, Fire, and Health & Safety Policies.
- Undertake mandatory training in accordance with legal requirements (fire and governance training is required annually and health and safety training is a single event).

### **CORPORATE GOVERNANCE ARRANGEMENTS**

You will be expected to familiarise yourself with the Trust's Governance Strategy which outlines the Management and Committee Structures and Procedures for the Governance of the Trust's activities.

### **RISK MANAGEMENT**

Ensure that you implement systems and procedures at local level to fulfil the requirements of the Trust's Risk Management Policy including local management, learning and resolution of complaints and concerns, management of Events / Near Misses, and compliance with the Risk Profiling Programme.

### **SMOKING (including E-cigarettes)**

Harrogate and District Foundation Trust has a Smoke Free Policy. All Health Service premises are considered as non-smoking zones, other than specific externally designated smoking areas. There will be a strict no-smoking policy within Trust premises.

### **EQUALITY AND DIVERSITY**

At Harrogate and District NHS Foundation Trust we believe in living our values in everything we do. We are committed to embracing diversity, promoting inclusivity, and continuing to build a diverse workforce that is reflective of the communities we serve. We welcome applications from all regardless of age, gender reassignment, disability, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We have policies and procedures in place to ensure that all applicants are treated fairly and consistently at every stage of the recruitment process and we are proud that our organisation is Disability Confident Committed - offering equal opportunities for all.