

## **Supplementary Information**

### **Job Flexibility**

The postholder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

### **Working Relationships**

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate. Please refer to the codes of conduct that are expected which can be found on Trustnet.

### **Health and Safety**

Central and North West London NHS Foundation Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

### **Safeguarding**

Central & North West London NHS Foundation Trust is committed to safeguarding children and adults, so all staff are expected to work in accordance with Trust and partner agency policies and procedures and seek advice and training where appropriate.

### **Improving Working Lives**

Central and North West London NHS Foundation Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

### **Staff Involvement**

Central and North West London NHS Foundation Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

## **Smoking**

Central and North West London NHS Foundation Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

## **Alcohol**

Employees are expected to be aware of and understand that Central and North West London NHS Foundation Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

## **Confidentiality**

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act and Trust policies. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and lead to disciplinary action which may include dismissal.

## **Equal Opportunities**

All employees of Central and North West London NHS Foundation Trust are expected to be aware of and adhere to, the provision of the Trust's Equality, Diversity and Human Rights Policy (Employment), Equality, Diversity and Human Rights Policy (Service Delivery), Disability Policy (Employment) and Disability Policy (Service Delivery), and to carry out their associated duties and responsibilities under these policies. As a Two Ticks employer, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

## **Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures**

Central and North West London NHS Foundation Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

## **Personal Development**

The postholder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

### **Conflict of Interest**

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

### **Working Time Regulations**

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24-hour rest period is taken in every 7 days.

### **Conditions of Employment**

The Trust will screen all staff who will be working with children or vulnerable adults and police checks will be carried out on all staff appointed to posts, which have access to children or vulnerable adults.

This will also apply if role develops to include access to children or vulnerable adults.

### **Terms and Conditions**

The terms and conditions of service associated with this position are those agreed by the Trust.