Job Description

Job Title:

Band:

Department:

Directorate:

Base:

# Terms and Conditions of Service

Contract Status:

Hours:

# Organisational Relationships

Responsible to**:**

Accountable to:

Responsible for:

# Organisational Chart

[SRCCG Organisation Chart](http://www.scarboroughryedaleccg.nhs.uk/about-us/)

# Role Summary

# Core Functions

# Key Relationships

* CCG Governing Body members
* Practice Managers and Practice staff
* Members of the public
* NHS Local Area Team
* External organisations e.g. Acute Trusts, North Yorkshire County Council, Scarborough Borough Council etc.

# Main Duties:

# Communication and Relationship Skills

# Knowledge, Training and Experience

# See attached person specification

# Analytical and Judgement Skills

# Planning and Organisational Skills

# Physical Skills

# Responsibility for Patient/Client Care

# Responsibilities for Policy and Service Development Implementation

# Responsibilities for Financial and Physical Resources

# Responsibilities for Human Resources

# Responsibilities for Information Resources

# Responsibilities for Research and Development (R&D)

# Freedom to Act

# Additional Requirements

# General Functions

## Communications and Working Relations

The CCG aims to maintain the goodwill and confidence of its staff, service users and the general public. To assist in achieving this objective it is essential at all times for employees to carry out their duties in a courteous and sympathetic manner. Each member of a team is expected to establish and maintain positive interpersonal relationships with other members. Positive relationships are characterised by open communication, trust and respect.

## Human Resources Policies and Procedures

All duties and responsibilities must be undertaken, at all times, in compliance with the CCG’s HR Policies and Procedures.

## Health and Safety

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

## CCG Policies and Procedures

All duties and responsibilities must be undertaken, at all times, in compliance with CCG HR Policies and Procedures.

## General

The duties of this post are subject to review at regular intervals in the light of developments within the CCG and changes may be made to this job accordingly. This job description may be amended from time to time as the needs of the service change. The job description will be reviewed annually as part of the Performance Appraisal and Development Scheme.

## No Smoking

The CCG has a No Smoking policy. All Health Service premises are considered as non-smoking zones, other than designated smoking areas. There will be a strict no-smoking policy within the CCG premises.

## Confidentiality

Attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in prosecution for an offence or action for civil damages under the Data Protection Act.

## Equal Opportunities

The CCG is an equal opportunities employer. In applying this policy, the CCG will have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

## Information Governance

**Confidentiality**. All employees are bound by the common law duty of confidentiality. You must not disclose, either during or after the termination of your employment, any information of a confidential nature relating to the CCG, its staff, its patients or any third party, which may have been obtained in the course of your employment. Failure to comply with this requirement may constitute gross misconduct under the CCG’s Disciplinary Procedure.

Confidential information includes, but is not limited to: personal information including name, address, date of birth, gender, photographs or images, description of appearance or characteristic and Corporate information, the disclosure of which, would, or would likely, prejudice the conduct of the CCG’s affairs.

**Records Management**. The CCG is a Public Authority subject to the Freedom of Information Act and Environment Information Regulations, which aim to increase openness in the public sector. Employees are required to maintain adequate records to account for decisions relating to the provision of services and expenditure of public funds including archiving and off-site storage where necessary.

**Public Access to Information**. Requests for information may include decisions and actions of CCG employees and third parties contracted to the CCG. The CCG is committed to achieving transparency while respecting the legitimate interests of the employees’ and third parties’ privacy. Exemptions to disclosure may be applied only where appropriate. Any recorded information that you create or direct others to create including letters, video and audit tapes and e-mails may be subject to such requests and it is a criminal offence to destroy information in order to prevent disclosure.

**Information Security**. Sensitive information must be handled securely at all times, including home and remote working if applicable. Information System Owners / Managers must ensure that systems are secure, security policies are documented, business continuity plans are in place and all breaches of information security, actual or suspected are reported.

**Use of IT Equipment**. Reasonable personal use of the CCG’s Internet and email system may be permitted, however, this must not interfere with NHS business. CCG authorised individuals may monitor equipment, systems and network traffic at any time and record internet usage and web sites visited in line with normal business practice. The CCG reserves the right to monitor the content of e-mails to ensure compliance with acceptable use. All staff must comply with the Acceptable Use Policy specific to the system, application (e.g. NHS mail) or alternative service providers (other NHS Trusts’ networks) they use. Unacceptable use must be reported immediately.

**Information Quality**. The CCG recognises the quality of data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc) should be recorded and should be stored securely and confidentially. The CCG must process personal data (relating to staff, patients and public) in accordance with the 8 principles of Data Protection Act, which gives individuals the right to request a copy of the information held about them.

## Managing Diversity

The CCG is committed to managing diversity in employment. It recognises that discrimination is unacceptable and that it is in the best interest at the CCG and the population it services to utilise the skills of the total workforce and to value diversity. Failure to comply with or adhere to the CCG’s Equal Opportunities Policy will be treated as misconduct under the CCG’s Disciplinary Policy and Procedure, which may result in dismissal.

You have a personal responsibility to treat colleagues, patients and visitors with respect. In order that the CCG may maintain a positive work environment for all employees, you are required not to engage in, or permit any fellow employee to engage in any sexual, racial or other harassment or unlawful discrimination against any person (whether or not a CCG employee) in the course of your or their employment by the CCG

## General Conditions

In addition to this statement, and the accompanying documents, the post is subject to the CCG Policies and Procedures. A copy of all policy and procedures are available from your manager.

## Infection Control and Prevention

Infection Prevention and Control is everyone's responsibility, therefore the CCG is committed to ensuring that all employees work collaboratively to reduce the risk of healthcare associated infection. In order to achieve this, all staff are expected to comply with Infection prevention and Control (IPC) Policies. To ensure compliance with The Health Act 2006 the CCG expects all employees to:

1. Attend IPC training as part of their induction programme.
2. Attend mandatory IPC training or complete the E-Learning Programme annually, as appropriate to their role.
3. Healthcare workers should complete the Preventing Healthcare Associated Infection Workbook as part of their personal performance development plan and portfolio of learning.

## Safeguarding Children

Under section 11 of the Children Act 2004 all NHS staff must ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children (Working Together to Safeguard Children, DCSF 2010).

 All staff need to ensure, as part of their work with children and families and with adults who are parents or carers who are experiencing personal problems, that the needs of the children are considered and that where necessary they are assessed and appropriate referrals are made. Staff need to be aware of the relevant parts of *What To Do If You’re Worried A Child Is Being Abused* (DfES 2006) <https://www.education.gov.uk/publications/standard/publicationdetail/page1/dfes-04320-2006>.

It is incumbent on all staff to ensure that they undertake child protection / safeguarding children training as per *Safeguarding Children and Young people: roles and competences for health care staff Intercollegiate document September 2010*and their own organisation’s Safeguarding Children Learning & Development Framework.  <http://www.rcpch.ac.uk/sites/default/files/asset_library/Health%20Services/Safeguarding%20Children%20and%20Young%20people%202010.pdf>

**Job Description / Person Specification Agreement**

**Job Holder (Please print name) Job Holder’s Signature Date**

**……………………………………………………….………………………………..**

**Line Manager / Head of Department Signature Date**

**………………………………………………………………………………………….**

**To be reviewed at next appraisal interview**