

UNIVERSITY HOSPITALS BRISTOL AND WESTON NHS FOUNDATION TRUST
HANDBOOK – HONORARY CONTRACT

1. Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, the Trust undertakes to ensure so far as is reasonably practicable the health, safety and welfare at work of all its Human Resources.

It is your duty to:

- i) Take reasonable care of yourself and others at work
- ii) Co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- iii) Not intentionally or recklessly to interfere with anything provided, including personal protective equipment, for health and safety or welfare at work
- iv) Advise the Trust promptly of any injury sustained whilst at work or sustained elsewhere that might affect your ability to carry out the duties and responsibilities of your role

The fire procedure relevant to the Directorate and department of your honorary appointment will be explained to you and you are required to comply with these.

2. Clinical Governance

Clinical Governance is the framework through which this Trust is accountable for continuously improving the quality of its services and safeguarding the high standards of care. It does so by creating and maintaining an environment in which excellence in clinical care will flourish.

Every member of staff must work within this framework as specified in his/her individual job description. It is expected that staff will participate in clinical audit as appropriate. If you have concerns on any Clinical Governance matters these should be raised with your line manager, professional adviser, or a more senior member of management. Every clinical directorate has regular clinical governance meetings. The Trust is committed to providing safe and effective care for patients. Your attention is drawn to the Trust guidance on Raising Concerns about Provision of Patient Care.

You have a responsibility for contributing to the reduction of infections.

3. The Working Time Regulations 1998 (SI 1998/1833)

You are required to comply with Trust policy on implementation of the Working Time Regulations, including declaration of hours worked and breaks taken, completing written records if required, and reporting any instances where your pattern of working hours may constitute a health and safety risk to yourself, patients, the public and other Trust employees. You have the right not to be subjected to any unlawful detriment by reporting any concerns under the Regulations.

4. **Additional Work**

You are required to disclose any additional work you undertake or are planning to undertake for another employer. The Trust will permit you to undertake this additional work providing the Trust is satisfied that this does not conflict with the interests of the organisation, performance of your normal duties or with the requirements of the Working Time Regulations.

5. **Compliance with standards set by Regulatory/Professional Bodies**

Professional healthcare staff are responsible for complying with the relevant standards set by their regulatory or professional bodies. A breach of such standards may lead to action by the Trust independent of any taken by the regulatory or professional body concerned. It will be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

6. **Confidentiality of information**

6.1 All information concerning the Trust's patients must be treated as strictly confidential at all times and may only be disclosed with the authority of your Head of Department. Unauthorised disclosure of confidential information will result in a disciplinary hearing and be investigated under the Disciplinary Procedure and could result in your dismissal.

6.2 Personal information concerning members of staff may be divulged only with their consent, or if the giving of it is a necessary part of official procedure. Unauthorised disclosure of confidential information will result in a disciplinary hearing and be investigated under the Disciplinary Procedure and could result in your dismissal.

6.3 Under no circumstances may any information be given to representatives of the media on any subject concerning the Trust's facilities, its patients or staff, without the written authority of the Chief Executive. Any member of staff who has a particular concern should raise this in accordance with the Trust's "Guidance to Staff on Raising Concerns about Provision of Patients' Care". Copies of this guidance are available via your Directorate Human Resources Manager. In circumstances where this Guidance is not followed, this will result in a disciplinary hearing and be investigated under the Disciplinary Procedure and could result in your dismissal.

Nothing in the foregoing prevents the representative of a recognised Staff Organisation from communicating with the media as a representative of his organisation.

6.4 **Data Protection Act** - Under the Data Protection Act 1984 (as amended by the Data Protection Act 1998) all staff that operate computer systems are required to adhere strictly to the legal requirements for confidentiality. In particular this means information must not be passed on to unauthorised persons and that only personal data that is registered under the Act is processed. If in doubt, a member of staff should ask his/her head of department for guidance. Breach of these requirements could render the member of staff liable to disciplinary action. Obtaining or disclosing data other than as described in the register entry or without authority is an offence under the Act and could render the individual member of staff liable to prosecution.

In keeping with good human resources practice, the Trust retains and processes personal data on its employees. In addition, the Trust may, from time to time, retain and process "sensitive personal data" (as defined by the Data Protection Act 1998), for example in relation to sickness and occupational health records, appraisal schemes, equal opportunities monitoring or for the prevention of fraud or other illegal activities.

You agree and explicitly consent to the Trust processing such data and acknowledge that such data may be legitimately disclosed to appropriate employees and to the Trust's professional advisors, in accordance with the principles of the Data Protection Act 1998.

The Trust has established proper safeguards to prevent the misuse of such data [and should it be necessary to transfer such data outside the UK, appropriate measures will be taken to ensure that adequate safeguards are in place].

The Trust takes all reasonable steps to ensure that the data it holds is accurate, complete, current and relevant. If you consider that data held on you is or may be inaccurate, or if you wish to have access to such data, please contact your Directorate Human Resources Department.

7. The Caldicott Principles

The Caldicott Principles as laid down by the NHS Executive must also be followed by the Trust:

- **Principle 1 – Justify the purpose(s)**
 Every proposed use or transfer of patient-identifiable information within or from the organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by an appropriate guardian.
- **Principle 2 - Do not use patient-identifiable information unless it is absolutely necessary**
 Patient-identifiable information items should not be used unless there is no alternative.
- **Principle 3 - Use the minimum necessary patient-identifiable information**
 Where use of patient-identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing identifiability.
- **Principle 4 - Access to patient-identifiable information should be on a strict need to know basis**
 Only those individuals who need access to patient-identifiable information should have access to it, and they should only have access to the information items that they need to see.
- **Principle 5 - Everyone should be aware of their responsibilities**
 Those handling patient-identifiable information - both clinical and non-clinical staff - must be aware of their responsibilities and obligations to respect patient confidentiality.
- **Principle 6 - Understand and comply with the law**
 Every use of patient-identifiable information must be lawful.
- **Principle 7 - The duty to share information can be as important as the duty to protect patient confidentiality**
 Health and social care professionals should have the confidence to share information in the best interests of their patients within the framework set out by these principles. They should be supported by the policies of their employers, regulators and professional bodies.

In the Trust, the Caldicott Guardian, responsible for ensuring that the organisation complies with legal requirements is the Medical Director.

Failure to maintain patient information in a confidential manner can result in disciplinary proceedings being taken against a member of staff.

8. Equality and Diversity

University Hospitals Bristol and Weston NHS Foundation Trust is an Equal Opportunities employer, and your attention is drawn to the Trust's Equal Opportunities Policy and the Trust's Code of Expectations. All employees have a personal responsibility to contribute to an inclusive environment for patients, carers, visitors and other colleagues in accordance with Trust values and policies. All staff are expected to ensure their own behaviour is not discriminatory, does not cause offence and to challenge inappropriate behaviours of others.

The Equal Opportunities Policy and the Code of Expectations are available from your Divisional Human Resources Department and via the Trust's HR Intranet site.

9. Welfare of Children, Young People and Vulnerable Adults

University Hospitals Bristol and Weston is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults and as such expects all staff and volunteers to share this commitment.

10. Additional Conditions

- (a) The Trust advises that responsibility is not accepted for articles lost or damaged on hospital premises, whether by fire, theft or otherwise, with the exception of money or valuables which have been handed over for safe custody and for which a receipt has been given. You are advised to cover yourself by insurance so far as you think proper against all risks.
- (b) If you wish to undertake a research project, you are reminded that the Ethical Committee approval may be required and you are advised to check any such intention with your named supervisor or Divisional Manager prior to commencement.