



Hampshire Hospitals  
NHS Foundation Trust

# Chief Medical Officer Candidate Pack



**LIFE CHANGING  
CHANGING LIVES**

[hampshirehospitalscareers.co.uk](https://hampshirehospitalscareers.co.uk)

# *Welcome from Chief Executive Officer Alex Whitfield*



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. Here at Hampshire Hospitals, we are all about our People – the people we work with and the people we care for. This is an amazing opportunity to be part of the leadership team which sets the culture and the direction for our hospitals. We hope we can capture your imagination and inspire you to bring all your skills, experience and passion to bear on providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites: Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 people across Hampshire and parts of West Berkshire.

Our cultural ambition is to have a culture that places people at the heart of all we do, where we all belong, and where learning, improvement and excellence thrive.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs more than 9,000 staff and has a turnover of over £500 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

As an acute NHS Trust, we are partners with our colleagues across the Hampshire and Isle of Wight (HIOW) health care system.

We are passionate about our inclusive CARE values and are looking for candidates who live and breathe them. They are:

**COMPASSIONATE** caring about our patients and our staff

**ACCOUNTABLE** and responsible, always improving

**RESPECTFUL** for all colleagues, patients and their families

**ENCOURAGING** and challenging each other to always do our best

**INCLUSIVE** all of our values are encompassed by a culture of inclusivity

The following is included in this information pack to help you with your application:

- Job Description
- Person Specification
- Additional information applicable for all posts

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

# Our Strategy

Our strategy comes at a time of significant change for the health and care system as it aims to respond to and recover from a global pandemic.

Our strategy incorporates the **NHS Long Term Plan** and policies, which include a new duty for NHS agencies to consider the effects of their decisions on the **health and wellbeing of the population, quality of care, and sustainable use of NHS resources** – also referred to as the “The Triple Aim”.

We will be guided by our **five key strategic themes**.



Our Trust Strategy can be found: [Our strategies :: Hampshire Hospitals](#)

# *Hampshire Together: Modernising our Hospitals & Health Services*

**Hampshire Hospitals NHS Foundation Trust has been given an amazing once-in-a-generation opportunity to build a new state-of-the-art hospital for everyone in north and mid Hampshire and to improve our hospital services for decades to come.**

We are delighted to be part of the government's £3.7bn national 'hospital infrastructure plan' building programme, which will allow us to invest in major improvements at the Royal Hampshire County Hospital (RHCH) in Winchester and to build a new hospital on the Basingstoke and North Hampshire Hospital (BNHH) site or at Junction 7 of the M3. The work is expected to be completed by 2028.

Our ambition is to use this opportunity to make hospital services better for local people and better for NHS staff, and to improve health and care for people in our area.

Innovation is a key element and we have put this at the heart of our service transformation and eventual move into the new hospital.

Collaborative projects between specialties and external partners to bring robotics, space enabled data services, and a continuing expansion of virtual care are underway; with more incredible projects planned.

The money will allow us to invest in our buildings and organise our services to make sure they are fit for the future. Purpose built and refurbished buildings and redesigned services will drive up the quality of care, improve the experience and outcomes for our patients, and attract expert staff.

The new hospital will be the anchor tenant at the heart of a new healthcare campus, an innovation hub will sit alongside and provide opportunities for collaboration between clinicians, academic partners, SMEs, and innovators from other sectors. With so much exciting work ahead, we are transforming our culture and advancing innovation adoption in the trust.

# Inclusion, Equality & Diversity

Hampshire Hospitals NHS Foundation Trust is passionate about diversity, and we are continually reviewing our progress in advancing equality, diversity and inclusion. We are committed to providing an environment where all employees, patients, relatives, carers, volunteers, visitors and contractors can be employed, cared for, welcomed, involved, valued, respected and treated in a consistent and non-discriminatory manner. We have recently refreshed our inclusion, equality and diversity strategy, reflecting our continued commitment in this area and our ambition to be an employer of choice.

Our commitment may be summarised by our diversity statement, as follows:

**'At Hampshire Hospitals NHS Foundation Trust we are committed to providing the highest quality clinical and working environment where all staff, patients, visitors and contractors can be employed, cared for, welcomed, respected and treated in a consistent and non-discriminatory manner.'**

**'This approach will be applied irrespective of age, disability, gender re-assignment, race, religion or belief, gender, sexual orientation, marriage and civil partnership and pregnancy and maternity. We will underpin our commitment by ensuring our current and future clinical services, policies, procedures, recruitment and development programmes are all fairly and consistently applied, and regularly assessed and monitored.'**

We introduced a staff Inclusivity Network in 2018, with the aim to have provision for a group of staff members who have a shared interest and wish to become more involved in matters relating to equality, diversity and inclusivity.

The trust has four Champions Groups for staff (Ethnic Minorities, Disability, LGBT+ and International Workforce). These Champions Groups have developed their own aims/objectives and provide a two-way communication channel between staff and the Inclusivity Network/senior managers through which best practice can be shared, issues of concern raised and support for delivery of the trust's equality objectives can be provided.

**93**

nationalities work  
for the Trust

**23%**

have indicated they  
are from an ethnic  
minority background

**76%**

of our workforce is  
female

# Relocating to Hampshire

Hampshire is a county with much to offer its residents; from the breath-taking scenery and calm of the New Forest to excellent schools and good proximity to major cities such as Winchester with its historic cathedral, Southampton, Basingstoke, Portsmouth and Bournemouth.

Whether you are looking for a quiet village environment in one of the best places to live in the UK, a coastal retreat or a cosmopolitan location with excellent transport links and a wide range of services on your doorstep, Hampshire delivers.

Fast and frequent rail services to London from all parts of the county means a weekend getaway or a west end show is only a short journey away, or benefit from international links with Southampton International Airport and ferry ports along the south coast.

Hampshire offers an abundance of countryside, woodland and delightful market towns to explore with the Isle of Wight only a short ferry journey away. This is balanced with superb shopping experiences in Basingstoke's Festival Place, Southampton's West Quay and Portsmouth's Gunwharf Quays

For families, Hampshire offers several outstanding state schools as well as a number of prestigious independent institutions including Sherbourne House School in Chandlers Ford and Winchester College. It also brings endless options of days out or weekends away including the coast, various country parks and theme parks including Paulton's Family Theme Park and Legoland in nearby Windsor and Marwell Zoo near Winchester



# Job Description

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Chief Medical Officer
<b>Department:</b>	Board of Directors
<b>Division:</b>	Corporate
<b>Salary Band:</b>	VSM / Consultant Contract
<b>Accountable To:</b>	Chief Executive
<b>JOB SUMMARY</b>	
<p>This role is a key member of the Trust Board of Directors and executive management team. As a member of the unitary board, the individual is accountable for the safe and sustainable running of Hampshire Hospitals NHS Foundation Trust and for the delivery of the organisational vision to provide outstanding care for every patient.</p> <p>The individual is professionally accountable for all of the doctors and dentists within the organisation and has a range of corporate responsibilities especially over quality of care and clinical strategy development and implementation. The postholder will have a licence to practice with the GMC.</p> <p>As a provider organisation in north and mid Hampshire, Hampshire Hospitals NHS Foundation Trust (HHFT) is committed to working as a member of the ICP, therefore all senior leaders will work closely with senior leaders from across Hampshire and the Isle of Wight. The Chief Medical Officer will, in particular, work with local GPs and clinical leaders from across our patch.</p> <p>As well as building good local networks, this individual will be curious and tapped into national developments and best practice. They will drive forward the GIRFT programme within the organisation supporting speciality teams to seek out opportunities to improve care.</p> <p>This job description may be subject to change according to the varying needs of HHFT. Director portfolios at HHFT are subject to change as and when required by organisational change. Portfolio changes across directors are made after discussion between the post holders and the Chief Executive.</p>	
<b>KEY RESPONSIBILITIES</b>	



- Provide visible and inspiring professional leadership for medical colleagues.
- Responsibility for the education and training of medical colleagues.
- Act as the Responsible Officer for Medical Revalidation and competence within the Trust.
- Provide professional advice to the Board and Chief Executive on medical staffing issues.
- Lead on a Research and Development Strategy.
- Work closely with the Chief Nurse to ensure that outstanding care is delivered for each patient.
- Garner and nurture continuous support from clinical colleagues to support the clinical strategy.

## CORPORATE RESPONSIBILITIES

- Role model the Trust Values and, with the rest of the Board, lead the ongoing development of a positive, compassionate culture within the Trust.
- As a member of the unitary board and the executive team, have shared responsibility for the organisational performance in terms of quality, workforce, finance and implementation of national priorities.
- The Chief Medical Officer has particular responsibility with the Chief Nurse for the first strategic objective to provide Outstanding care for every patient. This includes ensuring that clinical governance processes are robust, that the organisation is meeting the requirements of the Care Quality Commission, National Confidential Enquiry reports or other external quality regulators.
- Promote an organisational culture of openness and transparency - learning from complaints, incidents and best practice, and with a clear focus on ongoing continuous quality improvement.
- Advise the Board on any matters of concern or risk particularly pertaining to clinical quality of care to ensure that the Board is well informed and that there is an appropriately resourced improvement plan in place.
- Advise the Board on the impact of national policy on the Trust especially in regard to clinical innovation or changes in clinical standards or best practice.
- Take the strategic responsibility for clinical policy development, particularly relating to national or regional initiatives, directives from the National Institute for Clinical Excellence (NICE), or the Care Quality Commission. The Chief Medical Officer must ensure with Director colleagues that service developments are in line with these directives and with the relevant National Service Framework (NSF), for specific conditions and patient groups.
- Be a core and active member of the Quality and Performance Committee, the Finance and Investment Committee, the Risk Committee and the Workforce Committee.
- Ensure all strategic plans, changes and outcomes have clinical support and, where possible and applicable, have been developed through continuous engagement with staff, patients and the public. Ensure all schemes have been assessed in detail for any risks to quality or the highest standards of patient care.
- Champion Research and Development at the Trust, and lead on the Trust Research and Development strategy.

- Meet the requirements of the Fit and Proper Persons Regime under the Health and Social Care Act 2008 (regulated activities) Regulations 2014.

## LEADERSHIP OF MEDICAL STAFF

- The Chief Medical Officer will provide visible and inspiring professional leadership for medical professionals within the Trust, setting an example of openness, energy and compassion in their communication style and decision making.
- The Chief Medical Officer will ensure that Divisional Medical Directors, Associate Medical Directors, Clinical Directors and Consultants are inspired and engaged in the Trust priorities. The Chief Medical Officer is the conduit between the Trust Board, outside influences and the medical workforce.
- The Chief Medical Officer will ensure that the voices of the medical workforce are heard and that they are able to influence Trust plans, priorities and the strategic direction.
- Provide professional leadership and guidance to Divisional Medical Directors and Associate Medical Directors to assist in securing the Trust's objectives.
- The Chief Medical Officer has responsibility for medical education working with the Director of Medical Education and ensuring training for medical and physician associate colleagues is delivered in accordance with the Learning and Development Agreement, complies with Royal College and NHS guidance and is of very high quality.
- To lead and advise on consultant job planning and rostering, ensuring that job plans are aligned to service strategies, enabling the provision of high-quality care and financial sustainability.
- The Chief Medical Officer has a duty to the Board to ensure that there is a strategy and a plan for the medical workforce. This activity should embrace the principles of integrated and managed clinical networks, spanning primary, intermediate, secondary and tertiary care, and should include mechanisms for succession planning for key medical leadership roles as well as support for development of medics from medical students through to future Chief Medical Officers.
- The Chief Medical Officer will be appointed by the Board to fulfil the role of Responsible Officer (RO). As RO the Chief Medical Officer will lead on strengthened medical appraisal and ensure systems and processes are in place to fulfil the requirements of the GMC according to the legislation. The RO will make recommendations to the GMC on revalidation according to the RO regulations.
- Responsible for the National Clinical Impact Awards (NCIA) Process and a core member of the NCIA panel, ensuring that it is run in line with national guidance and is a fair and inclusive process.
- A core member of appointment panels for all new consultant appointments ensuring that new consultants are appointed in line with the Trust Values and strategic objectives.
- Attend the Trust Local Consultation Negotiating Committee ensuring that the Trust consultant body is supported and engaged in Trust objectives for the benefit of patients.
- Ensure that the Trust has suitable arrangements in place for mentoring, coaching and providing

pastoral care for medical colleagues, including for newly appointed consultants.

- Lead on resolving issues relating to the poor performance of medical colleagues and the implementation of any necessary disciplinary procedures including Maintaining High Professional Standards and Doctors in Difficulty processes.
- Champion productivity improvements in the medical and dental workforce.
- Provide leadership to develop and implement medical workforce modernisation, supporting and encouraging innovation in clinical practice and the way services are delivered.
- The Chief Medical Officer will provide leadership and support to the Trust's Physician Associates.

## COMMUNICATION

Internally the post holder will develop and maintain key working relationships across all HHFT departments, clinical and corporate. It will be vital for the Chief Medical Officer to create excellent productive relationships with a number of very senior leaders within the Trust, including other members of the Board and the executive team, the Divisional Medical Directors and Divisional Operational Directors, Associate Directors for facilities, estates, procurement, IT, communications, finance and workforce development.

Externally they will be required to develop and maintain key working relationships across all integrated care partnership (ICP) organisations, ensuring positive, creative and productive relationships are in place.

The ICP organisations are listed below:

- Hampshire & Isle of Wight ICB
- Solent NHS Trust
- Southern Health NHS Foundation Trust (SHFT)
- Portsmouth Hospitals University Trust (PHU)
- The Isle of Wight NHS Trust (IOW)
- University Hospital Southampton NHS Foundation Trust (UHS)
- South Central Ambulance Service NHS Foundation Trust (SCAS)
- Wessex Local Medical Committee (LMC)
- Hampshire County Council (HCC)
- Primary Care Localities across Basingstoke, Andover, Winchester and Eastleigh
- Borough/Council Unitary Authorities
- Primary Care provider organisations (Mid Hants Healthcare, North Hampshire Alliance, North Hampshire Urgent Care)

On a wider level the postholder will be required to build positive relationships with other local and national organisations including:

- Hampshire and Isle of Wight Integrated Care Board
- NHS England
- Care Quality Commission
- General Medical Council
- Royal Colleges
- Universities of Winchester, Southampton and Portsmouth and any other Universities
- Other local acute providers including outside the Hampshire and Isle of Wight system including Frimley Health NHS FT, Royal Berkshire NHS FT

The post holder will be required to:

- Build strong relationships with senior leaders throughout our system, through effective communication and developing an understanding of the issues affecting the individual organisations.
- Understand the sensitivities of working with long-established and knowledgeable stakeholders, using a range of influencing techniques.
- Build relationships locally, regionally and nationally, including participation in networks.

## CHIEF MEDICAL OFFICER TEAM AND BUDGET

The post holder will be accountable for the planning and management of the budget relating to HHFT Chief Medical Officer addressing any risks and escalating issues as per the defined escalation process as and when required.

## STAFF MANAGEMENT

The post holder has an extremely competent team to support in the delivery of the responsibilities outlined here. These include:

- Associate Medical Directors for Governance, Professional Standards, Workforce and Strategy
- An administrative support team to manage consultant appointments, job planning and revalidation
- A primary care liaison team to support continuous engagement with primary care partners
- Director of Medical Education
- Director of Research and Development
- Divisional Medical Directors, Clinical Directors and Clinical Leads
- Chief Clinical Information Officer who is also the Caldicott Guardian
- Lead Clinical Scientist and Lead Physician Associate

The Chief Medical Officer is responsible for supporting and encouraging these individuals to be the best they can be.

## TRUST VALUES

The postholder will be required to work within the Trust Values:

**Compassion** caring about our patients and our staff

**Accountable** and responsible, always improving

**Respect** for all colleagues, patients and their families

**Encouraging** and challenging each other to always do our best

**Inclusive** all of our values are encompassed by a culture of inclusivity

## ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. HHFT may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

The Chief Medical Officer will be supported to remain clinically active in their own speciality with the exact split of managerial and clinical time to be agreed between the post holder and the Chief Executive. This element of their role will be covered by the normal consultant terms and conditions.

There are expectations of all HHFT staff which apply equally to this role. These include taking responsibility to ensure that they are aware of and adhere to all HHFT policies, procedures and guidelines relating to their employment regardless of their position. Also we would expect all staff to ensure they are compliant with regard to mandatory training for HHFT, as well as compliance of direct reports and maintain records of training and development undertaken. All staff are expected to undertake training and development opportunities in order to achieve the essential requirements of the post and to support service developments and to participate in the performance development review process in keeping with the post.

The role holder will be required to participate in an on-call rota as a Tier 3 Director on call.

Appendix A to this Job Description and the Person Specification details key information you should be aware of.

# Person Specification

<b>Job Title: CHIEF MEDICAL OFFICER</b>	
<b>Training &amp; Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• GMC Registration with a Current Licence to Practice</li> <li>• Evidence of management and leadership training</li> <li>• Evidence of continuing professional development (CPD)</li> </ul>	<ul style="list-style-type: none"> <li>• Culture/change management training or qualification</li> </ul>
<b>Experience &amp; Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Must be a practicing medical consultant</li> <li>• Experience of working as a leader in a clinically led organisation</li> <li>• Significant and extensive demonstrable knowledge and experience at senior level including change management within a complex organisation, influencing and supporting decision-making at Board level</li> <li>• In depth knowledge of the current NHS agenda and challenges</li> <li>• Building effective working relationships with Clinical Leaders in a complex system and environment</li> <li>• Experience of working with stakeholders/partners outside of own organisation, as part of a system</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in leading public and stakeholder engagement</li> </ul>
<b>Skills &amp; Ability</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Can demonstrate and role model the Trust Values</li> <li>• Able to command the respect and support of the medical workforce. An energetic and empowering leader</li> </ul>	

<ul style="list-style-type: none"> <li>• Strategically astute and able to work collaboratively system wide. Demonstrable track record of developing effective, constructive relationships with senior stakeholders, working across organisational boundaries</li> <li>• Ability to provide and receive highly complex, sensitive and/or contentious information where there are significant barriers to acceptance which need to be overcome using the highest level of interpersonal and communication skills, such as would be required when communicating in a hostile, antagonistic or highly emotive atmosphere e.g. when conveying highly contentious information in an atmosphere of proposed major change</li> <li>• Ability to analyse, interpret and compare complex facts or situations and make judgements where expert opinion may differ e.g. service, organisational and staffing issues</li> <li>• Exceptional presentational abilities including paper reporting and formal presenting to senior leaders and clinicians, large groups, managing and reconciling conflicting views where there are significant barriers to acceptance and/or understanding, in a hostile, antagonistic or highly emotive atmosphere</li> <li>• Demonstrable evidence of the ability to work under pressure, prioritise and to deliver</li> <li>• Clear commitment to involvement and engagement of patients, staff, governors of individual organisations and other stakeholders</li> <li>• Highly developed IT skills</li> </ul>	
<b>Other Specific Requirements</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Able to work flexibly across North and Mid Hampshire</li> </ul>	

# Organisation Structure

## Our Board of Directors & Senior Leaders

**CHAIRMAN**  
Steve Erskine

**CHIEF EXECUTIVE**  
Alex Whitfield

**NON-EXECUTIVE DIRECTORS**

Simon Holmes

Clancy Murphy

Ruth Williams

John Deverill

Stephen Duckworth

Laks Khangura

Jos Creese

**CHIEF MEDICAL OFFICER**  
  
**THIS ROLE**

**CHIEF NURSE & DEPUTY CEO**  
Julie Dawes

**CHIEF FINANCIAL OFFICER**  
Steve West

**CHIEF OPERATING OFFICER**  
Andy Hyett

**INTERIM CHIEF PEOPLE OFFICER**  
Rupert Goodman

**CHIEF STRATEGY & POPULATION HEALTH OFFICER**  
Shirlene Oh

**FAMILY & CLINICAL SUPPORT SERVICES DIVISION**

**MEDICAL DIRECTOR**  
Nick Ward

**OPERATIONS DIRECTOR**  
Rachel Walker

**NURSING DIRECTOR**  
Diane Pittard

**MEDICINE DIVISION**

**MEDICAL DIRECTOR**  
Kevin Harris

**OPERATIONS DIRECTOR**  
Zena Ludick

**NURSING DIRECTOR**  
Gina Stanley

**SURGERY DIVISION**

**MEDICAL DIRECTOR**  
Ben Cresswell

**OPERATIONS DIRECTOR**  
Shaun Carr

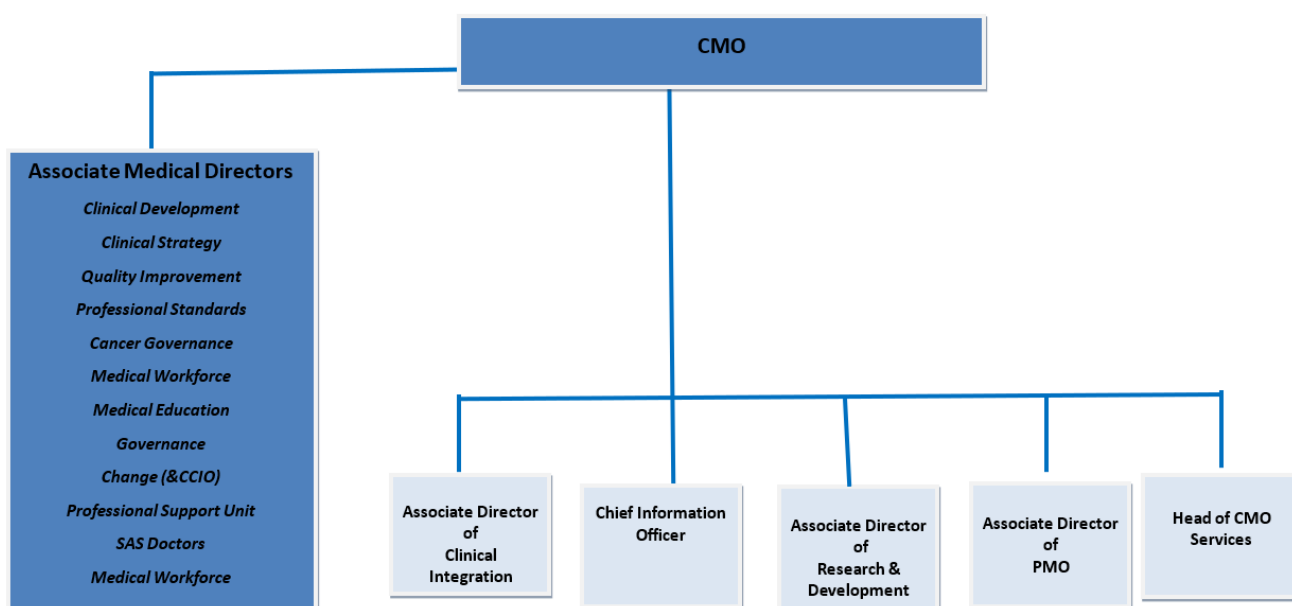
**NURSING DIRECTOR**  
Helen Neary

Andover War Memorial Hospital  
Basingstoke and North Hampshire Hospital  
Royal Hampshire County Hospital



# Our Structure

## Chief Medical Officer Services



\* Director portfolios at HHFT are subject to change as and when required by organisational change. Portfolio changes across directors are made after discussion between the post holders and the Chief Executive

# How to apply

To apply, please send the below information to Kylie Canning, Associate Director of Resourcing [kylie.canning@hhft.nhs.uk](mailto:kylie.canning@hhft.nhs.uk)

- An up-to-date CV that includes your address and contact details, highlighting and explaining any gaps in your employment history
- A supporting statement that highlights why you are applying and what you can bring to the role
- The names, positions, organisations and contact details for two referees. At least one of your referees should be an individual in a line management capacity and cover your most recent employer. Your referees will not be contacted without your consent

**The closing date for applications is midnight on Sunday 13<sup>th</sup> August 2023**

## Key Dates

Advert closes	Sunday 13 <sup>th</sup> August 2023
Longlisting	w/c 14 <sup>th</sup> August 2023
Shortlisting	w/c 21 <sup>st</sup> August 2023
Psychometric assessment	w/c 28 <sup>th</sup> August and 4 <sup>th</sup> September 2023
Interview day	Tuesday 19 <sup>th</sup> September 2023

If you would like any further information or have any questions on this role, please contact Kylie Canning, Associate Director of Resourcing on [kylie.canning@hhft.nhs.uk](mailto:kylie.canning@hhft.nhs.uk)

We positively encourage applications from all sections of the community, and we are committed to developing a workforce fully representative of our communities at all levels.

We will only use personal data where we have your consent or where we need to comply with a legal or statutory obligation. For more information about our privacy policy, please see our privacy notice. We understand that protecting your privacy is essential to building a lasting relationship with you, and we're committed to doing the right thing with the information you've shared with us. If you have any queries or feedback or wish to withdraw your consent at any time please get in touch by emailing.

# Appendix A

## ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

### Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

### Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

### Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

### Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

### Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

**Governance and Risk**

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

**Duty of Candour**

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

**Safeguarding**

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

**MCA**

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day-to-day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

**Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition, the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

**Sustainability and Carbon Reduction**

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.