

STANDARD PARAGRAPHS

1. City Health Care Partnership CIC is adopting a “team of teams” approach throughout the organisation. We believe that this approach will empower our staff to make decisions based upon their knowledge and within their sphere of competency, without fear of retribution. Our vision is “to lead and inspire through excellence compassion and expertise in all that we do”. We support all our staff to achieve their optimum potential and improve their performance by adopting a coaching and mentoring culture at work. All staff are expected to embrace these approaches, which embodies a set of values and principles and a way of working with people that provides a common language that enables collaborative working and respect for each other within the organisation.
2. City Health Care Partnership CIC is committed to providing high quality care within all services and therefore expects all employees to follow the nationally recognised seven values – care, compassion, courage, communication, competence, commitment and candour. These values, known as the Seven C’s, are embedded within the culture and working practices of all services regardless of whether the service provides direct patient care or not.
3. City Health Care Partnership CIC is a learning organisation with a fair blame culture. All employees are expected to report incidents, complaints and concerns as they arise to ensure effective and timely risk management. All Managers are expected to investigate and review issues as they arise within the timescales defined by CHCP to ensure CHCP is responsive to the needs of patients to provide high quality care.
4. It is the responsibility of each member of staff to maintain confidentiality at all times and abide by the CHCP policies and procedures.
5. Staff must be aware of and adhere to the provisions of the Health and Safety at Work Act and any associated legislation in order to ensure their own safety and that of colleagues, patients and visitors. Staff must also be aware of the action to be taken in the event of fire and must complete Fire Awareness Training on an annual basis. With appropriate training, you may be required to undertake the role of Fire Warden, Evacuation Chair Operator and/ or First Aider at your base site.
6. Basic moving and handling training must be attended on induction. Staff who are required to move patients are also required to attend further training in addition to this, and will be required to refresh at this level bi-annually. Other mandatory training requirements that are relevant to the post must be decided during the Development Review and a training plan developed.
7. Staff should be aware of their individual responsibilities under the Equality Act 2010 which protects people from discrimination in the workplace and wider society.
8. CHCP CIC is committed to a policy of zero tolerance of abuse.
9. You are required to cooperate with all investigations or audits relating to either your own activities or those of others, including individuals or organisations. You may also have specific obligations if you are registered with a professional body. You are required to cooperate with requests to act as a witness in any hearing that forms part of an investigation, even after you have left our employment.

10. The organisation recognises its responsibility to prevent the abuse of vulnerable adults at risk and all employees have a duty of care to safeguard those in their care. Staff should ensure that their actions support the aims of the organisation and ensure that all children up to the age of 18 are protected from significant harm, abuse and neglect within the framework of multi-agency Child Protection services established in the Guidelines and Procedures issued by the Local Safeguarding Children Board and must comply with the responsibilities identified in Section 11, Children Act 2004.
11. All staff have a duty to contribute to the detection, reporting and prevention of abuse and to safeguard those in our care. Safeguarding is everybody's business and is core business for CHCP CIC.
12. Infection Prevention & Control (these paragraphs relate to clinical staff)
Maintain and enhance standards of patient care, through the implementation of continuous quality improvement initiatives such as NICE Guideline 139 and associated quality standards to support the prevention of Health Care Associated Infections and compliance with the Health & Social Care Act 2008 Code of Practice for health and adult social care on the prevention and control of infections and related guidance July 2015.

Ensure high standards of environmental cleanliness are maintained across the Organisation through involvement in audit and regular feedback through service governance frameworks and reporting processes.
13. Infection Prevention & Control (this paragraph relates to both clinical and non-clinical staff)
Infection Prevention and Control is everybody's responsibility. All staff, both clinical and nonclinical are required to adhere to CHCP's Infection Prevention & Control policies and make every effort to maintain high standards of infection prevention & control at all times, thereby reducing the burden of Health Care Associated Infections. Staff have a responsibility to ensure they attend mandatory infection prevention & control training provided by CHCP.
14. Infection Control (this paragraph relates to clinical staff)
Maintain and enhance standards of patient care, through the implementation of continuous quality improvement initiatives such as NICE Guideline 139 and associated quality standards to support the prevention of Health Care Associated Infections and compliance with the Health & Social Care Act 2008 Code of Practice for health and adult social care on the prevention and control of infections and related guidance July 2015.
15. This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change in the light of developing organisational and service needs and wherever possible change will follow consultation with the post holder.