

## JOB DESCRIPTION

### JOB DETAILS

**Job Title:** Service Lead Podiatry and Orthotics

**Pay Band:** 8a

**Directorate:** Therapies

**Department:** Podiatry and Orthotics

### ORGANISATIONAL ARRANGEMENTS

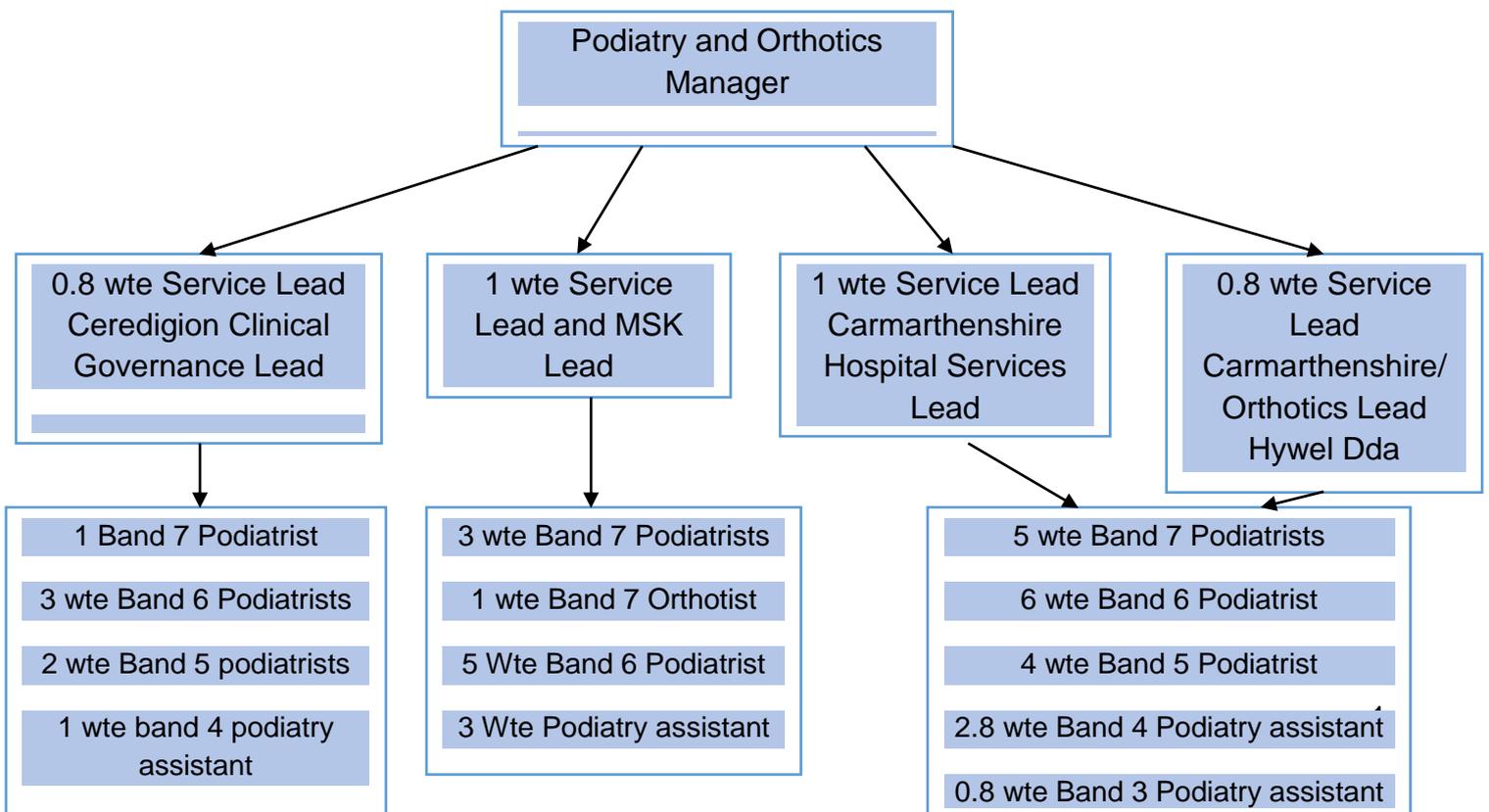
**Managerial Accountable to:** Professional Head of Podiatry

**Reports to:** Professional Head of Podiatry

**Professionally Responsible to:** Professional Head of Podiatry

**Responsible For:** Supervising Podiatry Assistants, Podiatry Technicians, Basic Grade and Senior, Specialist and Advanced Podiatrists

### Organisation chart:



## **JOB SUMMARY / PURPOSE**

The post holder will have locality managerial responsibility for Carmarthenshire geographical Podiatry/Orthotics division. They will support the Head of Podiatry and work collaboratively with other practitioners/ partners across Hywel Dda in the development of services that are high quality, effective and patient focused.

The post holder will also directly operationally manage the core High Risk Podiatry service across Hywel Dda University Health Board (H DUHB). Operational management responsibility includes High Risk podiatry services delivered across the pathway from primary to secondary care. They will provide expert podiatry clinical leadership within a highly specialised area of Podiatry across Hywel Dda UHB. They will develop, plan and co-ordinate service provision within this specialist area across a variety of settings.

The post holder is identified as a clinical expert and required to have a high clinical profile ensuring the provision of effective and efficient care. At this level the post holder is expected to work as a highly skilled senior practitioner, to have expert knowledge and to autonomously manage a caseload of clients with highly complex specialised needs.

To provide clinical leadership in the delivery of Podiatry and lower limb service for clients, developing and maintaining clinical standards in line with best practice. To be responsible for the provision of expert assessment and treatment of patients referred to the High Risk Podiatry Service, ensuring provision of care and/or referral to other agencies as necessary.

The postholder will be expected to manage staff, including recruitment, appraisal, CPD, performance for the Carmarthenshire locality. To oversee provision of Podiatry Services in line with, NICE and National Guidelines. To manage and support a team of clinicians including highly specialist clinicians and team leaders.

To implement all HB policies, protocols and guidance, ensuring that all staff are aware of and act in accordance with these and with all statutory regulations relating to the podiatry service.

To participate in appropriate meetings and contribute ideas for the progress and planning of policy and service development. Ensure the Service provision within the specialist area is responsive to local capacity and demand. To deputise for the Head of Podiatry in a strategic role as required.

Understands the need to manage time and resources to maximum effect, prioritising caseload, managing own time and working to deadlines.

Be responsible for managing an efficient and integrated service to all patient/client groups which involves setting priorities, initiating developments, and overseeing audit and research within and across teams in line with the HB business plan and local, regional and national service frameworks/policy drivers.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Management Responsibilities**

To routinely work with the Podiatry Head and other Service Leads and to deputise in their absence when required. Identify opportunities for improvement of service, practice, products and systems in line with current national guidelines e.g. NSFs and good practice, and ensure adherence to those guidelines.

Strategic development of departmental policy and service delivery, as part of the podiatry management team, to identify the need for podiatry services, evaluate priorities, service analysis, and plan/implement provision accordingly.

Direct line management responsibility for the team of specialist clinicians and admin staff in the Carmarthenshire County.

Directly manage the High Risk service for lower limb pathology across the HB. Monitor and provide performance data for the HB and be responsible for maintaining waiting times and provide up to date service protocols and documentation.

Organise and manage the administrative tasks related to the referral, treatment and discharge for Podiatry related to clients in the Carmarthenshire County. Managing timetable and resource allocation for the service on a day to day basis. Ensuring capacity is responsive to clinical demand and optimising service provision.

To facilitate and manage change within the clinical service and act as a resource for authorisation, support and advice for all staff.

Planning and service delivery, utilising staff and organisational structure – workforce planning, including integration of teams and services as appropriate. Monitor waiting times, activity and performance in relation to Carmarthenshire County and within High Risk Podiatry services. To advise Podiatry Head on issues of service delivery including shortfalls, service pressures etc.

Represent, promote and develop the reputation of the podiatry service at meetings, therapy forums etc. ensuring all actions concur with corporate objectives and are undertaken in the best interests of the service.

Implement HB Policies. Advise and monitor staff on the implementation of Health Board policies. Motivate and actively manage staff to reach their potential.

Ensure multidisciplinary working within the wider team to include primary and secondary care partners, Consultants and GPs.

Contribute to the Podiatry Business plan in liaison with other Clinical Leads and the Podiatry Head.

Investigate and manage complaints and incidents as delegated by the Clinical and Professional Lead. Oversee and ensure relevant risk assessments are in place and followed.

Undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To work in accordance with, have awareness of and ensure implementation of all current Human Resource, Occupational Health, Health & Safety and Health Board policies.

### **Clinical Responsibilities**

Lead in standard setting for podiatry practitioners regarding specialist management of clients with High Risk vascular and diabetic conditions within Hywel Dda. This includes the development of specialty specific standards, protocols and guidance.

Manage highly complex and highly developed specialist caseload independently, working as an autonomous practitioner to plan and carry out assessment and treatment and refer to other disciplines when appropriate demonstrating autonomous clinical judgements where expert opinion differs due to an ambiguous or absent evidence base.

Independently provide triage and management of clients obviating the need for consultant vascular opinion within vascular services. Assess, develop and implement advanced highly specialist programmes of care and treatment to meet the needs of clients underpinned by current evidence based practice and refined complex clinical reasoning and decision making. This will include independently identifying the need for, initiating and analysing Radiology, Haematology and Biochemical investigations and advising (and if appropriate prescribing) pharmaceutical intervention relevant to their High Risk condition.

Undertake complex clinical assessment and assimilate a diverse range of highly complex interrelated data to diagnose / problem solve and formulate individual treatment plans.

Use evidence based practice to deliver best outcomes for patients and the Service.

Develop and promote protocols and procedures for specialist practice.

Able to reflect on practice both individually and with peers/mentors to identify own strengths and developmental needs. Have the ability to critically evaluate and reflect on new ways of working.

HB wide lead on developing clinical pathways within a specialist area. Lead on training clinicians within that specialist area.

Be required to travel and work at other sites as required.

Adhere to College of Podiatry guidelines of professional Conduct and within HCPC defined standards of competence both personally and the wider Podiatry Team.

### **Service Improvement**

Ensures robust system of governance and risk management is in place within area of responsibility.

Demonstrate clinical governance principles as an intrinsic component of practice and ensures policies are in place to support service developments.

Represent service in aspects of clinical governance in close liaison with line manager.

Lead, initiate and undertake research/audit in High Risk service.

Responsible for ensuring service development is evidence based and challenging established treatment methods and approaches that are not. This will require the post holder to be able to critically appraise information and translate into current practice.

Deliver podiatry interventions within agreed National, Local, Departmental and Professional Protocols and within current evidence underpinning practice.

Research and evaluate innovations and examples of good practice in the areas of risk management, quality standards setting and clinical effectiveness.

Contribute to others research by providing data.

Monitor own highly specialist service delivery and reports to a line manager project progress.

Work independently accessing supervision within an individual performance review framework.

Lead in the development of local multidisciplinary clinical guidelines informed by evidence.

Take an active role within local service and clinical networks.

Demonstrate an understanding of national trends relevant to assessment and intervention within the speciality.

Instigate and participate in activities that lead to effective patient involvement in service evaluation and design.

### **Communications**

Communicate highly complex, sensitive condition-related information on a regular and frequent basis from assessment to clients, carers families and multidisciplinary/agency team members/other professionals e.g. Consultants and GPs. Demonstrate empathy with clients, carers and families, ensuring that effective communication is achieved often where barriers to understanding exist.

Negotiate with patients, families/carers and colleagues to ensure common client led goals and priorities of intervention, empowering clients and carers to make informed decisions about development and progress of the podiatry/medical intervention plan from a range of options.

Communicate with staff at all levels, other health care professionals, peers and management/trust staff at higher levels.

Demonstrate negotiation skills and management of conflict, with responsibility for resolving service users' requirements. Deal with complaints appropriately.

Negotiate service change with members of the podiatry team in the context of continued development, implementation and evaluation of service provision.

Communicate with staff at all levels, other health care professionals, peers and management/trust staff at higher levels.

### **Finance and Resources**

Assists the Head of Podiatry in implementing systems to effectively monitor and control the use of appropriate resources.

Responsible for the management and monitoring of budgets for services and resources within their area of responsibility.

Assess for and initiate provision of equipment/services/orthoses within High Risk Podiatry Services and the Carmarthenshire locality.

Authorise local orders and travel expenses as delegated.

Assist in procurement of equipment and supplies.

Monitor care and maintenance of equipment within the High Risk Podiatry service and Carmarthenshire locality, ensuring standards of infection control and safety are maintained.

Manage available resources to ensure an effective and efficient service. Take responsibility for the deployment of Podiatry/Orthotics budget within the Carmarthenshire service.

Instigate the standard use of new technology/equipment.

### **Personal and People Development and People Management**

Participates in recruitment and selection process.

Line manages and is responsible for ensuring an effective system of performance management, including PADR/Appraisal for all staff.

Ensure that staff are working to competencies that are regularly assessed and appropriate in line with HCPC, A4C and Hywel Dda's EAGLE Frameworks.

Continues to advance own knowledge and understanding and develop new skills to a high level.

Supports others to develop knowledge and skills. Provides on-going education and development to staff and patients/clients/carers using sound principles of teaching and learning. Promotes learning and the creation of a learning environment.

Works with colleagues in Workforce and Organisational Development and Senior Managers across the Health Board in the development and delivery of effective and efficient development programmes for the areas within their remit.

Contributes to ongoing learning, education and development strategy which supports the delivery of a competent workforce at all levels across the Health Board. Acts as an

advisor in the identification of development needs within specialist area, and contributes to the achievement of delivery of appropriate development.

Prepare for and take an active part in the PADR/Appraisal and validation process in accordance with organisation policy in partnership with reviewer, identifies opportunities to develop own competence/own skills in order to achieve objectives.

Provide appropriate support to others to improve their knowledge and understanding and shares own knowledge, skills and experience with others during induction and training sessions for staff. This includes coaching, mentoring and assessment.

Carries out independent learning required for continuing professional development and maintains a professional portfolio to include evidence to demonstrate the impact of the role.

Is responsible for developing service user/carer education materials in line with Health Board policies.

Supports others effectively during times of change and work with others to overcome problems and tensions as they arise and ensure that own work load is managed effectively.

### **Information Processing**

Deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data and communicate their conclusions clearly to specialist and non-specialist audiences.

Regularly access research and use information systems appropriately to underpin practice and service developments.

Updates patient records.

Implement research findings into practice – including use of, and development of, policies/protocols and guidelines, through the exercising of a high level of critical appraisal and evaluation skills.

Use advanced clinical practice and judgement skills to support decision making and problem solving.

Use critical thinking and analytical skills incorporating critical reflection.

### **Health, Safety and Security**

Act within legislation, policies and procedures relating to information governance.

Attend statutory/mandatory training.

Responsible for ensuring the Health & Safety policies and procedures are implemented in their designated area of responsibility disseminating new policies as and when published.

To be responsible for the safe and effective handling and storage of materials as required by COSHH regulations and to ensure methods for updates are in place for new substances, disseminating new information to all clinicians.

Ensure equipment is maintained in a safe and presentable manner and to report faults immediately.

To ensure a safe environment is maintained for staff and patients, and carry out regular risk assessments on all clinic and office sites in the Podiatric setting.

Ensures that clinical environments that are utilised comply with minimum professional standards and Health & Safety Standards.

Comply with the HB's incident reporting system and to participate in and comply with the procedures and techniques for managing risks.

### **Quality**

Interpret and assimilate legislation and national guidance relating to professional practice, safety and quality.

Has a high level of awareness of own values and beliefs.

Manages complexity, uses critical thinking and analytical skills to underpin sound judgement, and ethical decision making.

Incorporates critical reflection in daily activity.

Promotes and influences others to incorporate person centred/values based care into practice.

Develops advanced psychomotor skills.

Evaluate services ensuring quality, governance and performance.

Represent service in aspects of clinical governance in close liaison with line manager.

Be involved in research projects, audit and service evaluation within the Health Board and wider where required.

### **Equality and Diversity**

Ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

Develop staff knowledge and skills to promote equality and diversity and ensure specific equality objective are included in PDR's.

Demonstrates consideration of professional boundaries including that service users / carers are empowered to make informed decisions about their own care plans.

Ensure clients have equal access to services.

Ensure all service users are treated with dignity and respect and are treated as an equal partner.

Ensure all policies relating to consent and confidentiality are adhered to.

### **Effort and Environmental**

Minimise the HB's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use.

Help to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel.

Consider the environmental impact of purchases when ordering and use of supplies or equipment.

Carry out clinical/social care interventions - making referrals to other services/ external agencies.

Highly developed specialist physical skills comprising of precision, hand-eye coordination and sensory integration in dealing with fine tools, sharps, scalpels, nail surgery, and appliance room grinding machinery.

Sitting in a restricted position 2 or 3 times during clinic sessions.

Maintain high levels of concentration, alertness and awareness in unpredictable environments e.g. interruptions by other staff/ patients

Analyse research reports and simple statistics.

Provides emotional support to families, relatives and staff in distressing and emotional situations.

Dealing with patients with learning disabilities; mental capacity issues.

Frequent exposure and dealing with ulcerations, bodily fluids; foul smells.

May be exposed to sudden violent threatening behaviours by patients/public support usually available.

## PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications and Knowledge</b>	<p>Degree or equivalent in Podiatry</p> <p>Professional registration as recognised by HCPC</p> <p>Postgraduate specialist training</p> <p>Masters level qualification or equivalent</p> <p>Non-medical prescribing qualification</p> <p>Knowledge of audit and research and its application to podiatry</p> <p>Knowledge of the principles and requirements of clinical governance</p> <p>Knowledge of the impact of local policies and protocols e.g. Health &amp; Safety</p> <p>Knowledge of professional standards and codes of conduct and their practical application</p>	<p>Clinical Education Training Course</p> <p>Member of the College of Podiatry</p> <p>Evidence of leadership courses/ qualifications</p> <p>Evidence of higher level of practice development within specialist area</p>	<p>Application form</p>
<b>Experience</b>	<p>Evidence of team management</p> <p>Broad-based experience post qualification and significant experience in associated speciality relevant to post</p> <p>Managing a highly specialised complex caseload using refined complex clinical reasoning and decision making</p>	<p>Experience of service development across professional boundaries</p> <p>Experience in undertaking risk assessments</p> <p>Experience of health promotion and preventative developments within service</p>	<p>Application form and interview</p>

	<p>Highly specialist knowledge and interpretation of theoretical and practical application within area.</p> <p>Negotiation and participation in service development within a clinical governance framework and utilising local, national and professional standards.</p> <p>Negotiation of multidisciplinary/ agency working arrangements.</p> <p>Knowledge of services in area</p> <p>Understanding of the working arrangements and principles of practice of other professional groups</p> <p>Experience in management of a service area and staff</p> <p>Experience in staff development through mentorship and clinical supervision</p> <p>Demonstrable success in building, leading, motivating, managing and developing teams</p> <p>Experience in staff recruitment</p> <p>Experience of service evaluation</p> <p>Understands and acknowledges the principles of motivation in engaging individuals to achieve</p> <p>Demonstration of evidence based practice and awareness of latest clinical</p>	<p>Experience of referring for and analysing the results of clinical investigations where appropriate</p> <p>Experience in undertaking injection therapy where appropriate</p> <p>Teaching &amp; educational assessment experience</p> <p>Practical experience of presentations to large groups or at conferences</p> <p>Experience of service planning including workforce, succession planning and change management</p> <p>Experience of collaborative working and joint planning across multi-disciplinary and multi-agency boundaries</p> <p>People management experience</p>	
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	<p>developments/research</p> <p>Have completed or commitment to complete the competency framework in HDHB in radiology</p>		
<b>Language Skills</b>		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Interview
<b>Aptitude and Abilities</b>	<p>Ability to use highly specialised clinical reasoning skills to determine differential diagnosis, independent of other practitioners, in an expert area of practice</p> <p>Ability to critically analyse complex data</p> <p>Ability to communicate complex information to a wide audience and adapt approach accordingly</p> <p>Ability to communicate highly complex, sensitive information verbally and in writing</p> <p>Excellent interpersonal skills – listening , empathy and conflict management</p> <p>Proven ability in performance management and achieving targets within a demanding environment</p> <p>Sound judgement, decision making, and organisational skills</p> <p>Ability to interpret and assimilate legislation and national guidance relating to professional practice, safety</p>	<p>Extensive knowledge of research methodology</p> <p>Understanding of the working arrangements and principles of practice of other professional groups. Member of special interest group</p> <p>Advanced IT skills</p> <p>The therapeutic application of computer technology</p> <p>Evidence of undertaking presentations to groups</p> <p>Mentorship/clinical supervision skills</p>	Interview

	<p>and quality</p> <p>Self-motivated and committed to developing self and team members</p> <p>Ability to lead, support, coach and motivate others</p> <p>Ability to work on own initiative and organise own workload and that of others to operate effectively</p> <p>Demonstrate negotiation skills in order to elicit cooperation during conflicting situations</p> <p>Highly developed visual acuity and perceptual skills</p> <p>Highly developed specialist physical skills comprising of precision, hand-eye coordination and sensory integration</p> <p>Proven advanced complex clinical reasoning/problem solving skills within clinical area</p> <p>Standard keyboard skills</p>		
<p><b>Values</b></p>	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our</p>		<p>Interview</p>

	<p>organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop and deliver excellent services</li> <li>• Putting people at the heart of everything we do</li> </ul>		
<b>Other</b>	<p>Enthusiastic, committed, proactive and innovative</p> <p>The ability to maintain high levels of concentration, alertness and awareness in unpredictable environments e.g. interruptions by other staff/ patients</p> <p>Ability to travel between sites within and outside the organisation in a timely manner</p> <p>Prepared to work flexibly based on work pressures this will include working flexible hours</p> <p>Adaptive skills that embrace change and new developments</p>		Interview

## Level 1 Welsh

*(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)*

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

## **GENERIC STATEMENTS**

### **NHS CODE OF CONDUCT FOR MANAGERS**

\*\* For Managers only:

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

### **REGISTERED HEALTH PROFESSIONAL**

\*\* For Registered Health Professionals only:

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **HEALTHCARE SUPPORT WORKERS**

\*\* For Healthcare Support Workers only:

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate ongoing continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

### **OUR VALUES**

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

### **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

### **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder

has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

### **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

### **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

### **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

### **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

### **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

### **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

## **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

## **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

**\*Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

## **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

## **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

## **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.