

Job Description Addendum (Supervisory)

Investors in People

- To brief staff on a regular basis about the Trust's objectives, plans and business developments
- To set objectives and identify training needs for staff and ensure that they are appraised at least once annually
- To induct new staff effectively ensuring all relevant training is undertaken corporately and locally
- To discuss expected outcomes of training and development activity with staff prior to training and afterwards review whether expected outcomes were achieved

Equality and Diversity

- To comply with and maintain awareness of the Trust's Equality and Diversity Policy
- To undertake an equality update every three years
- To ensure equality analyses of strategies and policies are undertaken every three years

Health & Safety

- To take reasonable care of your health and safety and that of others who may be affected by your work activities.
- To work in accordance with the Trust's health and safety policy and other relevant policies and guidance.
- To attend all relevant mandatory health and safety training and annual update training, (including that for manual handling and fire).
- To follow high standards of infection control practice relevant to your work which includes hand cleansing and aseptic techniques for clinical staff and attend mandatory training and annual update training as necessary.
- To ensure that all reasonable measures are taken to provide a safe place of work, including arrangements for undertaking departmental risk assessments, and developing action plans to resolve any significant hazards found.
- To ensure that all staff (including bank and part time staff) working in your area receive all necessary health and safety (including fire and manual handling) information and are appropriately inducted and trained to enable them to undertake their duties in line with Trust policies and procedures.
- If you are responsible for anyone undertaking a job of work on Trust premises who is not a member of staff (eg a contractor) you must ensure that they receive all necessary health and safety information to allow them to work safely, which will include details of the Trust's fire alarm procedure.

Safeguarding Vulnerable Groups

- Employees who come into contact with vulnerable adults or children and their parents during the course of their normal duties need to be aware of their responsibility to safeguard and promote the welfare of children, young people and vulnerable adults.

Data Protection Act 1998 & Confidentiality, Freedom of Information Act 2000

- You are required to comply with and maintain your awareness of the Trust's Policies and procedures relating to the Data Protection Act and Confidentiality and Freedom of Information Act 2000.