

Addendum to Job Description (Non-Supervisory)

Investors in People

- To attend departmental team briefings regarding the Trust's objectives, plans and business developments
- To participate in appraisal and in setting own objectives and identifying training needs
- To attend training events and review with manager 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

Health & Safety

- To take reasonable care of their own health and safety and 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. You must also attend mandatory training and annual update training as necessary.
- 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.