

Request for information under the Freedom of Information Act – 2021.985
Released – 15 November 2021

Thank you for your email received 26 October 2021 requesting information regarding Trust forms and documentation.

Please find detailed below a summary of your request, together with our response.

Summary of your original request:
I would be grateful if you could provide:

- 1. A template employment contract document used by the Trust for clinical staff***
- 2. A template employment contract document used by the Trust for administrative and clerical staff***

Please see template contract attached. The contract does not differ between clinical or non-clinical staff. However, with some new staff we alter the contracts to include additional clauses e.g. trainees and apprentices.

- 3. A template adult community nursing assessment form (or forms)***
- 4. A template adult community nursing care plan form***
- 5. A template adult community nursing risk assessment form***

Please see documents attached at Appendix 2. These are part of an electronic system so have been provided as screen shots.

Chairman John Goulston Chief Executive Paul Bentley

Trust HQ The Oast, Unit D, Hermitage Court, Hermitage Lane, Barming, near Maidstone, Kent ME16 9NT

HR Resourcing Team

The Oast
 Hermitage Court
 Hermitage Lane
 Barming, Maidstone
 Kent
 ME16 9NT
 Tel: 0300 123 2072

Tuesday, 6th July 2021

Private and Confidential

{formatted_address.en-gb}

Dear {applicantfirstnames.en-gb},

Re: {empjobref.en-gb}, {jobtitle.en-gb} - Unconditional Offer {replacepreviousletter.en-gb}

Further to our Conditional Offer of employment, we are pleased to inform you that we are now in receipt of all satisfactory pre-employment checks.

We therefore confirm our Unconditional Offer (exception detailed below) of employment, based on the below details:-

START DATE	{bookedstartdate.en-gb} If you send your starter paperwork back to us any later than the 7th of the month you start then you will receive your first pay the following month. Colleagues are paid on or around the 24th of each month.
Post Title	{offerjobtitle.en-gb}
Post Type	{offercontractdescription.en-gb}
Location	{offersite.en-gb}
Band/Grade - Salary Scale	{offergrade.en-gb} - {offersalary.en-gb} pro rata per annum <i>You will be paid on a monthly basis into a bank account or building society of your choice on or around the 24th of the month. All staff are subject to the Trusts competency assessment.</i>
Starting Salary	You will start on {offernationalspine.en-gb} pro rata per annum
Contractual Hours	{offerworkingperioddesc.en-gb} hours per week
Line Manager Name, Tel No and Email Address	{linemanagerusername.en-gb} {linemanagerusertelephone.en-gb} {linemanageruserid.en-gb} <i>Please ensure you contact your Line Manager to make arrangements for your first day in the workplace, following induction.</i>
Workplace Buddy	

Probationary Period

This post is subject to a 6 month probationary period. The Trust reserves the right to extend your probationary period should it be deemed necessary. Your appointment will be confirmed by your Line Manager should your probationary period prove satisfactory.

During the probationary period, at the management's discretion, you may be liable to dismissal without the application of the Trusts standard disciplinary procedure. In such circumstances the Trust will follow the principles outlined in the ACAS Disciplinary and Grievance Procedures.

Induction

You now have a start date for your new position, due to COVID-19 starting in line with Corporate Induction is on hold, you will therefore be required to carry out online mandatory training which **must be completed within your first week.**

Once you are logged into a Trust computer your manager will direct you to where you will find the link to TAPS. Your username will be your NI number and the password is Learning123 you must complete the training that is listed in your profile. We will also arrange for you to attend some face to face training as required.

Please ensure you send the following documents to your Recruitment Advisor:-

- Completed new starter form with correct Bank and National Insurance number details. **Please note failure to provide your correct bank details will result in you not being paid.**
- One Signed contract (as attached) please retain one copy for your records.
- P45 if this is available.

Please ensure you return the following documentation to your Line Manager:-

- Completed ID Badge Application Form with a passport size photograph.
- If your role requires SMART Card* Registration, your manager will be required to check ID documentation and send confirmation to the RA agent where a card will be created (passport and 2 proof of address documents - bank statement, utility bill, HMRC document). See attached for full list of acceptable ID documents. If you are not already an NHS member of staff your manager will need to send a passport sized photograph to the RA agent.

It's a requirement by the UK borders agency to make adequate checks to ensure staff have a legal requirement to work in the UK, you will have already shown your passport at interview which we have used as a visual check. Your passport will need to be checked utilising 'ID Scan' technology at a later date where we will electronically scan the passport and return to you immediately."

If you had a 'virtual interview' due to COVID-19, please ensure you bring the original ID documents that you provided during your recruitment process on your first day. Please note, this is a condition of your offer and failure to do this may result in termination of your contract.

NHS Terms and Conditions

All other terms and conditions are detailed in the NHS Terms and Conditions Handbook as agreed by the NHS Staff Council, with the exception of those sections superseded by policies and procedures agreed by the Trust. You will be expected to adhere to all Trust policies and procedures from the start of your employment.

Pension Scheme

The majority of new starters are entitled to become a member of the NHS Pension Scheme and will be automatically opted into the scheme. Should you wish to opt out of the scheme please visit the NHS Pensions website, request an 'Opt out' form (SD502), complete and send to SBS Payroll.

However, not all employees will be eligible for the NHS pension scheme, where this is the case you will automatically be enrolled into the NEST pension scheme. NEST (National Employment Savings Trust) is a government run scheme, which you can opt out of however you'll need to wait for your member welcome pack to arrive which contains your NEST ID. You should receive your welcome pack within five working days of being enrolled; Upon receipt of your welcome pack you can opt out online or over the phone.

You will need to opt out within 4 weeks of being enrolled by us to receive back any contributions already made, but your welcome letter will give you the dates for this.

Further information about NEST can be found at

<http://www.nestpensions.org.uk/schemeweb/NestWeb/public/home/contents/homepage.html>

Registered Practitioners

If you have additional recordable qualifications that appear on your professional register please ensure these are registered within the Clinical Education and Professional Standards Team (kentchft.ewd@nhs.net) especially prescribing, mentor and practice teacher qualifications

Staff Bank

Upon joining the Trust you will be automatically enrolled with our Staff Bank who manage our temporary staffing. Once enrolled with the service, this will allow you the opportunity to work extra shifts across the Trust or additional hours for the service you are recruited to. There is no obligation on the Trust to offer you work and you have the right to refuse any work offered to you. For more information regarding this please contact the Staff Bank Office on 0300 123 2071 or kcht.staffbank@nhs.net

Benefits

Please see below the many benefits of working for Kent Community Health NHS Foundation Trust, some of these can be found on our internal staff intranet, Flo. Please visit the 'Worklife' section on Flo for more information.

- Pension scheme
- Lease car scheme (for eligible staff)
- Occupational health service
- Staff Support Service
- Enhanced maternity, paternity and adoption pay
- Accrued annual leave entitlements
- Flexible Working Policies
- Extensive Training Programs
- Reckonable service awards
- In-house discounts & external benefits
- Stop Smoking Support Service

Smart Card

Smartcards are personal encrypted datacards very similar to a debit card. These cards give access to NHS systems which you may require access to as part of your job role. The NHS Systems include NHS Patient Trace, Choose & Book, EMIS Web, Symphony, ESR and the new Advanced Community System.

Payslip

Your payslip is provided electronically and can be accessed via the “access employee self-service” link on our internal staff intranet, Flo.

Finally, we would like to take this opportunity to welcome you to Kent Community Health NHS Foundation Trust and wish you all the best in your new post. Should you have any queries with regard to the above particulars, please do not hesitate to contact me.

Yours sincerely,

{hrrecruitmentusername.en-gb}

{hrrecruitmentuserposition.en-gb}

Private and Confidential
{formatted_address.en-gb}

Kent Community Health NHS Foundation Trust
The Oast
Unit D, Hermitage Court
Heritage Lane
Barming
Maidstone, Kent, ME16 9NT

Tel: {hrrecruitmentusertelephone.en-gb}

Tuesday, 6th July 2021

Contract of Employment between Kent Community Health NHS Foundation Trust (KCHFT)

and

{applicanttitle.en-gb} {applicantfirstnames.en-gb} {applicantfamilyname.en-gb}

Post of {offerjobtitle.en-gb}

Dear {applicanttitle.en-gb} {applicantfirstnames.en-gb} {applicantfamilyname.en-gb},

I am pleased to confirm your appointment to the post of {offerjobtitle.en-gb} with effect from {bookedstartdate.en-gb}.

1. Duties and Responsibilities

The duties of the post are set out in the job description for your post. The job description is illustrative of the duties and responsibilities of your post and is not exhaustive and will be subject to review from time to time. Specific objectives relating to the post will also be set between yourself and your manager. You may be required to undertake such additional or other duties as are consistent with your status and which are necessary to meet the needs of the Trust from time to time.

2. Location

You will primarily be based at {offersite.en-gb}. However, you may be required to work at other locations within the geographical area of the Trust's remit. This offer of employment is conditional upon your agreement to relocate to alternative premises where this is in the interest of the service.

3. Continuous Employment

For the purposes of the Employment Rights Act 1996, your period of continuous employment with KCHFT shall be taken to have commenced on {bookedstartdate.en-gb}.

In addition, employment with an acknowledged NHS employer will be recognised in relation to relevant entitlements detailed in the NHS terms and conditions of service handbook - such as annual leave and sick pay. Your NHS continuous service date is subject to confirmation from your previous NHS employer (s).

4. Period of Notice

Band 4 posts and below: The period of notice for the termination of your employment will be four weeks on either side until you have completed a period of continuous employment of four years with the Trust or its predecessors. Thereafter the period of notice required from either party will increase by one week for each additional year of continuous service up to a maximum of twelve years. The period of notice will then remain at twelve weeks.

Band 5 and 6 posts: The period of notice for the termination of your employment will be eight weeks on either side until you have completed a period of continuous employment of eight years with the Trust or its predecessors subject to the provisions in section 5. Thereafter the period of notice required from either party will increase by one week for each additional year of continuous service up to a maximum of twelve years. The period of notice will then remain at twelve weeks.

Band 7 posts and above: The period of notice for the termination of your employment will be 12 weeks on either side with immediate effect subject to the provisions in section 5.

The Trust reserves the right to pay salary in lieu of notice for the whole or part of the notice period (but nothing in this clause will prevent the Trust from terminating your employment without notice or salary in lieu of notice in cases of proven gross misconduct).

In exceptional circumstances the Trust reserves the right to place you on garden leave for a period of time not exceeding the notice period. During this time you must remain available for work during your normal working hours, you will continue to receive your usual salary, benefits and statutory rights. During this period you would be obliged to carry out any contractual duties requested by the Trust. The Trust can place restrictions on contact with patients, clients or other business contacts and impose a ban on making any statements about the employer to the media. Any decision to apply garden leave will be considered on a case by case basis.

Once you leave the organisation you will not be permitted to work for the organisation through an external agency for a period of at least 6 months. You may however, join the Trust's internal Staff bank.

5. Probationary Periods

For staff new to the organisation, your post will be subject to a six months probationary period which will be reviewed regularly and may be extended in line with the Trust probationary policy if satisfactory performance has not been achieved. Should it be necessary to terminate your contract of employment during the probationary period you will be entitled to a period of 1 week's statutory notice.

Current staff issued a new contract as a result of a new post in the Trust will also be subject to a period of probation in their new role, but this will be managed through the Trusts usual capability policy.

6. Remuneration and Conditions of Service

Your salary and Terms and Conditions of Service will be in accordance with those determined by the NHS Terms and Conditions of Service Handbook and subsequently varied from time to time by the NHS Staff Council.

The Trust reserves the right to alter or amend your terms and conditions from time to time within the framework of the NHS Terms and Conditions of Service Handbook and will provide you with notification of such changes in writing.

Your basic salary on commencement will be {offerinternalspine.en-gb} pro rata per annum and will increase within the {offergrade.en-gb} salary scale {offersalary.en-gb} subject to the provisions of the Trusts performance related pay policy and in line with your years of experience in the pay band.

Your basic salary will be paid monthly at 1/12th of the annual rate by the bank credit after appropriate deductions of Income Tax, National Insurance Contributions and any other appropriate deductions such as pension contributions

Full details of the NHS terms and conditions may be seen on www.nhsemployers.org.

The Trust accepts no responsibility for the late payment of salary as a result of industrial action or similar actions.

Any staff undertaking industrial action will not be paid. In certain circumstances, the Trust reserves the right to withhold the pay of any employee not taking part on a strike or other industrial action. The withholding of pay would apply if an employee reporting for work on a day of industrial action was both:

Unable to carry out their normal duties due to the action of other staff

and

Unwilling to carry out such reasonable alternative duties as were allocated to them by their line manager or other Trust Manager.

7. Pay progression

Your appointment under this contract will be subject to satisfactory performance and standards of conduct. Your performance of the duties for the post and your progress in achieving set objectives will be formally reviewed at agreed intervals in accordance with the appropriate Trust policy. More informal review and modification of objectives may also take place regularly. The primary purpose of this is to help you achieve the best possible levels of performance and personal development, but unsatisfactory performance may be regarded as grounds for action under the Trust's established procedures, pay progression in each band is dependent years of experience in that pay band, what your pay step date is and whether you meet the required standard as set out in the NHS Terms and Conditions of service which includes satisfactory performance against set objectives and in line with the KCHFT values into action framework.

8. Pay Step Date

For staff newly appointed to the NHS or promoted staff their pay step date will be anniversary of the date they take up their post. For those remaining on their current pay band, their pay step date will not change. This guidance is given in line with the Trust salary on appointment policy. Yearly pay progression will be subject to satisfactory achievement against yearly objectives and compliance with KCHFT values, where performance is deemed unsatisfactory pay progression will not occur.

9. Hours of Work

Your normal working hours will be {offerworkingperioddesc.en-gb} hours per week, for those staff that work over 6 hours in a shift you will be required to take at least a 30 minute break unpaid. Staff members are required to work a variety of shifts, including weekends and public holidays, throughout the 24 hour period if appropriate to the post and as necessary to sustain the needs of the service in the absence of colleagues.

10. The Working Time Regulations 1998

You are required to comply with the Trust's implementation of the Working Time Regulations (SI 1998/1833) as amended, including the declaration of hours worked and breaks taken, completing written records on e-roster if required, and reporting any instances where your pattern of working hours may constitute a health and safety risk to yourself, patients, the public and other of the Trust's employees. You have the right not to be subject to any unlawful detriment by reporting any concerns, under the regulations, to the Employee Relations team. You do have the option to opt out of WTR.

11. Annual Leave and Public Holidays

The annual leave year runs from 1st April to 31st March and leave may be taken at such times as your manager may reasonably approve, and there is an expectation that your leave will be evenly spread throughout the year. Your Line Manager will confirm your entitlement for the current annual leave year.

Entitlement to annual leave is calculated according to aggregated NHS service which need not necessarily have been continuous.

Public holidays are additional to the above; if you are required to work on these days, time off in lieu will be granted.

Annual leave is calculated on an accrued basis during the leave year and when a post is terminated any excess leave will be recovered by the Trust. By agreeing to this contract you are authorising any excess leave to be recovered from your final salary. Any leave outstanding at the time of termination will be paid to you.

Annual leave entitlements are based upon the following lengths of NHS service:

Length of Service	Annual Leave and General Public Holidays	
On appointment	27 days + 8 days	262.5 hours
After 5 years service	29 days + 8 days	277.5 hours
After 10 years service	33 days + 8 days	307.5 hours

Annual leave for part time staff is calculated (on a pro rata basis) in hours, as is leave for full time staff whose rotas do not follow a standard five day cycle. Additional guidance for the calculation of annual leave for part time staff is available from your Line Manager.

The number of general public holidays may vary from leave year to leave year, therefore, this will be reflected accordingly in the annual leave entitlement for staff.

12. Sick Leave and Occupational Sick Pay

Notification of absence due to sickness or injury must be made to your manager via a phone call, at the earliest possible opportunity and at least within one hour of your normal starting time; you must keep your manager regularly informed.

If you are absent from work due to sickness, a sickness absence reporting form must be completed and a Fit Note provided from the 8th day of absence. You may also be required to complete other relevant forms in accordance with the relevant Trust policy. Failure to comply with the Trust's absence reporting procedures, notification and certification requirements may result in occupational sick pay being withheld.

You may be required to undergo medical examinations as necessary and these will be co-ordinated through the Trust's Occupational Health Service. On returning to work you will be required to attend a return to work meeting in accordance with the Trust's attendance management procedures. The primary purpose of which will be to jointly identify any aspects of your role and the working environment which may reasonably be modified, either on a temporary basis or permanently, to assist and support you in resuming regular work.

During periods of sickness absence, you will be entitled to Occupational Sick Pay, in accordance with your Terms and Conditions of Service, on the following basis:-

Length of recognised NHS service	Full pay entitlement	Half pay entitlement
Up to 12 months	1 month	2 months
1 - 2 years	2 months	2 months
2 - 3 years	4 months	4 months
4 - 5 years	5 months	5 months
Over 5 years	6 months	6 months

Full pay only includes basic pay. Regularly paid supplements such as long term recruitment and retention premia and payments for work outside normal hours is not paid during periods of sickness absence.

An employee, who is absent, as a result of an accident shall not be entitled to sickness payment if damages are receivable from a third party. Any payment made to the member of staff under these circumstances will be regarded as an advance of monies recoverable from a third party and the employee agrees to pay the full amount of the advance received from the Trust upon receipt of damages.

13. KCHFT values and Behaviours

KCHFT is an organisation which strives to deliver excellent services and healthy communities and our vision reflects that aspiration. In order to be an excellent organisation we know that we need to have outstanding people who share our values and aspirations and we know we need to be clear about the behaviours and attitudes that we expect of our staff to be able to achieve our vision and goals. Our Values into Action Framework sets out clearly and concisely our expectations of behaviours and attitudes that our staff need to exhibit that will drive effective performance in KCHFT. These behaviours are linked to all staff appraisals. For managers we have additional expectations which are set out in the Manager's Charter, The Code of Conduct for NHS Managers and the Leader and Managers Behaviour Framework.

It is the responsibility of NHS staff to treat patients, service users and colleagues with respect, dignity and compassion. The public, patients and staff all have a responsibility to one another to ensure that the NHS operates fairly and effectively.

The Trust's Values into Action Framework is aligned to the values in the NHS Constitution and encompasses the 7 Nolan principles and the values in the National Nursing Strategy 'Compassion into Practice'. As an employee of KCHFT you are expected to abide by these values, the Constitution and the principles of the Equality Act 2010. You can find further information on the Trust's vision and goals and the Values into Action Framework on the internal intranet.

14. Training and Development

All statutory and mandatory training will be provided to staff as part of their induction programme and there will be an expectation that this training is kept up to date in line with Trust standards, which will be role dependent and available on our intranet, throughout the employment relationship. The cost of statutory and mandatory training will be met by the Trust. Other training programmes to support personal and professional development may also be on offer, but eligibility for funding and time off is dependent on various factors such as the relevance to the role, the service need and organisational funding.

15. Collective Agreements

Several collective agreements have been made between the Trust and its recognised Trade Unions. The agreements directly affect your terms and conditions of service and can be found on the internal intranet.

16. Disciplinary Rules and Procedure

Your employment is subject to the Trust's Disciplinary Rules and Procedure, which identify those actions which may lead to disciplinary action including dismissal.

17. Raising Concerns about employment

Any concerns or complaints you might have relating to your employment should, in the first instance, be raised with your manager. Everything possible will be done to resolve the problem but if you do not feel your concerns have been resolved support will be provided to you to address your concerns through the Trust's Resolution and Accountability Framework.

18. Pension

You will automatically become a member of the pension scheme unless you opt out of this scheme or are ineligible to join. Your post therefore is superannuable, and your remuneration will be subject to the deduction of superannuation contributions in accordance with the NHS Pension Scheme. Details of the scheme are given in the guide which can be obtained from your manager or the Human Resources Department. Alternatively further information can be sought on the NHS Pensions website - <http://www.nhsbsa.nhs.uk/pensions>

The NHS Pension Scheme is contracted out of the State Earnings Related Pension Scheme.

If you are not eligible to join the NHS Pension scheme, the Trust has engaged with NEST who provide an alternative scheme, which under automatic enrolment legislation you will automatically be opted into if ineligible to join the NHS pension scheme.

19. Health & Safety

In accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities and you are required to co-operate with the Trust in meeting statutory obligations. As an employee of the Trust, you are obliged to attend and participate in the Trust's fire and other health and safety training. All accidents sustained at work must be reported using the established procedure for this purpose.

20. Standing Orders and Standing Financial Instructions

You are required to familiarise yourself with and comply with the Trust's Standing Orders and Standing Financial Instructions and the Trust Counter Fraud Policy as they relate to all your working activities. If you are in any doubt about the application of these, you should check with your manager.

The Trust has a duty to protect the public funds it administers and to this end may use information you provide for the prevention and detection of fraud. Please note that key payroll data and personal identifiers such as contact details may be provided to bodies responsible for auditing and administering public funds for the purposes of preventing and detecting fraud.

21. Duty of Confidentiality

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data. The Trust will comply with its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. The data the Trust holds may include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks). The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's Data Security and Protection policy which sets out its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. You must comply with the Trust's Data Security and Protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation and only for the purposes of your work for the Trust. The Trust will consider a breach of its Data Security and Protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact your line manager in the first instance or the Trust's Data Protection Officer kentchft.dataprotectionofficer@nhs.net.

You should ensure that when using personal social media accounts you do not discuss patients, or any other confidential Trust business. You must not discuss your colleagues, or make defamatory comments otherwise you could be subject to investigation, disciplinary procedures and legal proceedings.

You must not, whether during your employment with the Trust, or after the end of it, whether you resign or are dismissed, unless expressly authorised by the Chief Executive of the Trust, make any disclosure to any unauthorised person or use any confidential information relating to the business activities of the Trust. This includes any detail about the Trust's patients, clients, customers and employees, actual, potential or past.

Nothing in this contract shall prevent disclosure by you of information disclosed for the purpose of making a protected disclosure within the meaning from the Public Interest Disclosure Act 1998 (PIDA) or information which has come into the public domain otherwise than by breach of confidence on your part. The Trust supports the right and the duty of individual members of staff to raise with the Trust any matters of concern they may have about health service issues relating to the delivery of care or services to a patient. Any disclosure of this nature should be made in accordance with the Trust's policies.

22. Outside Employment & Financial Interests

You may not engage in any outside employment without first obtaining the Trust's written consent via your manager. This will not be unreasonably withheld providing the Trust is satisfied that this does not conflict with the interests of the service, performance of your normal duties, or with the requirements of the Working Time Regulations.

In addition, the NHS standards of Business Conduct Policy require you to declare all situations where you or a close relative or associate have a controlling interest in a business (such as a private company, public organisation or other NHS or voluntary organisation) or in any other activity which may compete for any NHS contract to supply goods or services to the Trust. You must therefore register such interests with the Trust, via the Assistant Trust Secretary, either on appointment or subsequently whenever such interests are gained. You must not engage in such interests without written consent, which will not be unreasonably withheld.

It is your responsibility to ensure that you are not placed in a position, which may risk conflict arising between your private interests and your NHS duties. However, where necessary, the Trust will decide what constitutes a conflict of interests.

23. Gifts, Hospitality and Gratuities

You must not accept, from patients or their relatives, or from any company or representative of a supplier organisation with whom the Trust engages in business transactions, any gifts of value including cash, merchandise, gift certificates, weekend or vacation trips other than in line with the parameters of the Trusts Standards of Business Conduct and Conflicts of Interest Policy.

If you are made such an offer you should report the incident to your manager. This does not preclude the reasonable acceptance of small gift items of negligible value as per the Trust's Standards of Business Conduct and Conflicts of Interest Policy. If you are in any doubt as to whether it would be reasonable to accept a gift that is offered, you should check with your manager.

24. Professional Registration

Where professional registration is a requirement of your employment, it will be your responsibility to ensure continuity of your registration and to, upon request, provide evidence to this effect to the Trust. The Trust will undertake on line registration checks on a regular basis. You must also inform the Trust in the event that such professional registration is withdrawn from you. In addition, you will be expected to comply with the professional standards for education and practice determined by your professional body and to adhere to any related codes of conduct. Failure to comply with these requirements will affect your indemnity insurance, result in suspension without pay and ultimately it may result in the termination of your employment.

25. Intellectual Property

All inventions or innovations developed by you but which relate to the Trust's business are the property of the Trust, whether or not they are invented during work time. It may be possible for you to receive financial rewards in connection with inventions and this will depend on the degree of innovation and input, as well as the actual value of the invention.

26. Research and Development Governance

If you are undertaking or planning to undertake a research scheme you should inform the Trust's Director responsible for Research & Development who can advise you accordingly.

When undertaking research you should refer to the Trusts Research Strategy.

In particular you are required to comply with all the requirements of the Trust's Research Governance Implementation Plan.

27. Driving

If your post requires you to drive, you must possess a full, valid, current driving licence and any penalty points on your licence must be declared. You are also required to inform the Trust in the event that your driving licence is endorsed or revoked.

Your certificate of motor insurance must show that you are covered for official business mileage. Failure to comply with these requirements may result in the termination of your employment.

28. Loss or Damage to Personal Belongings

No liability can be accepted for loss or damage to personal belongings whilst you are on Trust Business by burglary, fire, theft, or other means. You are therefore advised to insure against all such risks.

29. Deductions from Wages

The Trust has the right to deduct from the salary paid to you, any amount relating to an over payment of wages or expenses made for any reason, or any sums due under any loan made by the Trust to you. You will be notified in writing before any such deduction is made. At the date of termination any monies owed to the Trust, will be reclaimed from your final salary.

30. Criminal convictions (Disclosure and Barring Service)

If your post is one that requires a disclosure at whatever level from the Disclosure and Barring Service, the Trust retains the right to check the DBS update service and/or request that a further disclosure is sought at any time.

Employees are required to advise the Trust in writing, via their line manager, of any criminal convictions, cautions, warnings or bindings over received during employment with the Trust. The Trust will determine any action necessary according to individual circumstances. Where concerns arise regarding the possible non-reporting of a conviction obtained whilst employed by the Trust, the Trust will reserve the right to require the employee to undergo a DBS check. If the DBS disclosure reveals that the employee has undeclared criminal convictions, this will be dealt with under the Trust's Disciplinary Policy and might constitute gross misconduct. Similarly, if an undeclared conviction comes to light during recruitment to a post internally, this will be dealt with under the Trust's Disciplinary Policy.

31. Employment Rights Act (1996)

This contract fulfils the requirements of Section 1 of the Employment Rights Act (1996) in respect of the provision to you of the particulars of your employment with the Trust.

32. Infection Prevention and Control

In accordance with the Health and Social Care Act (2008 revised 2015) all staff are expected to comply with National and local Infection Prevention and Control policies and procedures. In addition all staff whose normal duties are directly or indirectly related to patient care must ensure they remain compliant with their mandatory training (including hand hygiene).

33. Immigration Law

This offer of employment is made subject to you having and continuing to hold the right to live and work in the UK. Kent Community Health NHS Foundation Trust has the right to withdraw this offer of employment at any time in accordance with Immigration Laws.

34. Amendments to Terms

The Trust reserves the right to make reasonable changes to your terms and conditions of employment and these will be notified to you from time to time. You will be deemed to have accepted unless you notify the Trust of any valid objections, in writing, within one month of notification of the change.

35. Acceptance

This letter will constitute your contract of employment. If you agree to accept the appointment on the terms specified, you should sign the form of acceptance and return one copy of the letter to the **Human Resources Department**. The other copy is for your own retention. Copies of your contract and the reference documents referred to will be available for inspection at all reasonable times. Reference documents will be amended or new documents substituted to take account of future changes in your terms of employment.

Yours sincerely

{hrrecruitmentusername.en-gb}

For and on behalf of **Kent Community Health NHS Foundation Trust**

Name: {hrrecruitmentusername.en-gb} Designation: Recruitment Advisor

FORM OF ACCEPTANCE – DO NOT DETACH

I, {applicantfirstnames.en-gb} {applicantfamilyname.en-gb} accept the appointment in the foregoing letter on the terms and conditions stated. I acknowledge that this contract replaces any existing contract I may have with the Trust.

Signed

Date

DECLARATION OF EMPLOYMENT STATUS

Please note that this information is required in order to meet the Trusts' requirements under the Working Time Directive and the Ayling Report recommendations

Name:

Job Title:

Number of hours worked for Kent Community Health NHS Foundation Trust:

Do you have any other employment? YES/NO

If 'Yes', please complete the following:

Name of Employer:

Job Title:

Date of Employment:

Number of hours worked each week:

Is this work permanent or temporary? PERMANENT/TEMPORARY

Signature:

Date:

Please note that it is your duty to inform your line manager of any changes to the above information and failure to comply may result in disciplinary action.

NB: This information is to be kept on the relevant personal file

Employment Status Guidelines

Staff with other employment or offering consultancy services

The Trust is not opposed to the principle of employees accepting other employment outside of normal working (and stand-by or on-call) hours. However, you must seek approval from your manager before accepting such employment and ensure that it does not in any way hinder, compete or conflict with the interests of your employment with the Trust. Under the Working Time Directive, you should not work more than 48 hours a week in total.

It is understood that from time to time individual staff members may be approached by other organisations, e.g. Higher Education Organisations, to provide training or other consultancy services.

Where the individual is approached direct, not through the Trust and not because of their position within the Trust, the individual has the option to take annual leave from their Trust post and to charge the organisation direct for the services they provide. It will be the employee's responsibility to make the necessary arrangements for National Insurance and Income Tax on that income. As above, your manager's approval is required.

Where the Trust is asked to provide an individual, or where an individual does not wish to take annual leave as outlined above, the Trust will invoice the organisation and the payment will become part of that service's budget. The fee to be charged must be agreed in advance taking advice from the Finance Department to ensure that the amount covers the cost to the Trust of releasing that individual.

Under no circumstances will an individual employee be paid a consultancy fee by the Trust for providing a service to the Trust or to any other NHS organisation to whom the Trust provides a service which could be considered to be part of their normal role.

Employees should not use NHS contacts to further other business interests nor are staff permitted to distribute advertising materials such as leaflets, fliers, business cards, to promote a private business on NHS premises without the prior agreement of their manager.

2021.985 - Appendix 2

A template adult community nursing assessment form (or forms)

The Holistic Assessment is the main document. There are also other core forms such as Moving & Handling, and Purpose T, which have also been shown as examples, however on the electronic system there are many more forms that would be completed depending upon the needs of the patient such as: Insulin, SSKIN, IV Meds, End O f Life, Clinical Observations, Catheter, Continence, Anticipatory Care, DNACPR, TEPS, Falls, Infections Prevention, etc. This list is still only a snapshot, not exhaustive.

Holistic Assessment

[Link to the Clinical Consent form](#)

Presenting problem/reason for referral/recent history/background Information/baseline ✓

Past Medical History ✓

Emotional, cultural, spiritual, work and leisure factors, social (including proximity to family and carer network) ✓

Physiological including individual history/developmental history/family history ✓

Environmental for access and housing information please use the link below ✓

[Follow this link to Additional Personal Information form](#)

Assessment/examination/investigations/observations and Findings ✓

- [Follow this link to anticipatory care](#)
- [Follow this link for Body Map](#)
- [Enter/View Clinical Diagnosis](#)
- [Follow this link to clinical observations form](#)
- [Follow this link to test results v2](#)
- [Follow this link to add medication information](#)
- [Follow this link to vulnerable and essential status form](#)
- [Follow this link to moving and handling](#)
- [Follow this link to clinical risk assessment](#)
- [Follow this link to Falls \(inc.MFRA\) and Osteoporosis Assessment](#)

Findings/conclusion ✓

Plan (management/treatment/support) and Interventions ✓

[Link to the My Plan Form](#)

Recommendations/Advice (including leaflets and/or websites) ✓

[Follow this link to Additional Personal Information](#)

[Follow this link to Demographics/NOK/Ethnicity](#)

Actions for client/family/carer ✓

Actions for service/professional ✓

Actions for other professionals ✓

Review required

✓ Yes No

Review 1 date

✓

Review 1 details ✓

Moving & Handling

Indoor mobility ✓

Outdoor mobility ✓

Mobility

Assessments

- No aid - independent & safe
- No aid - unsafe/assistance/supervision
- Walking aid - independent, safe
- Walking aid - independent, unsafe
- Walking aid-unsafe/assistance/superviso
- Unable to mobilise
- Other

Mobilising details ✓

Moving up/down bed/chair **Please Select**
No problem identified
Problem identified - action needed
Problem identified - no action needed

Moving up/down bed/chair details

Finding related to ability to turn onto side in bed Please Select

Turning in bed details

Lying to sitting in bed Please Select

Lying to sitting in bed details

Sit to stand Please Select

Sit to stand details

Transfers

To/From Chair/Commode/Toilet Please Select

To/From Chair/Commode/Toilet details

Stairs Please Select

Stairs details

Able to get in and out of bath/shower Please Select

In/out of bath/shower details ✓

Consider any other moving and handling concerns, such as behaviour or environment

Summary of risk(s) identified and the interventions required ✓

Summary of mobility issues and equipment required ✓

Mobility status ✓ Planning points

- independently mobile without aid
- independently mobile with aid
- supervision/obs to mobilise without aid
- assistance to mobilise with aid
- full assist-hoist and/or bed bound

Equipment - Moving & Handling

Name of Assessor ✓

[Report height and weight - Hyperlink to clinical observation form](#)

Reason for assessment (e.g. what was the trigger?) ✓

Diagnosis and functional ability (e.g. Mobility, transfers, rolling, sitting, balance, weight bearing, communication GMFCS score) ✓

Equipment in place (please see Equipment - Provision, review and collection form for more detail)

[Equipment - Provision, review and collection form](#)

✓

Support in place (e.g. Parents, carers, packages of care, funding) ✓

Moving and Handling Tasks (TILE Approach)

Task 1 and how it is currently completed ✓

Individual - Considerations of the person doing the task ✓

Load - Considerations of the person during the task ✓

Environment - Risks from environment ✓

Control measures to be put in place ✓

i The scores obtained from the risk matrix are assigned grades as follows:

- 1-6 Low Risk
- 8-12 Medium Risk
- 12-25 High Risk

Scoring: Consequence X Likelihood = (Risk Score)

Consequence Score ✓	<input type="text" value="Please Select"/>	Likelihood Score ✓	<input type="text" value="Please Select"/>	Risk Score	<input style="width: 50px;" type="text"/>
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Proposed Review Date ✓

Completion Date ✓

Outcome ✓

Action Plan

i Any risks that are scored between 8 and 25 (Medium to High) must have additional control measures in place (where possible) in order to manage the risk to an acceptable lower level. All additional control measures and actions must be included below with clear timeframes. The team lead is responsible for this action plan.

Team Responsible for Action

Date Action Plan Created ✓

Proposed Review Date ✓

Action To Be Taken ✓

Person completing action plan ✓

Target Completion Date ✓

Exception Report (Provide a reason for target completion date not being met) ✓

Consequence Score Please Select Likelihood Score Please Select Residual Risk Score

Actual Date reviewed Actual Completion Date

Action Plan Outcome Please Select

Add another task Yes No

For Inpatient Units Only

Board round/white board summary of mobility status Please Select

Traffic light wristband issued to client Please Select

Purpose of wristband explained and understood by client Please Select

Purpose T

[Link to visual/ colour coded Purpose T document for guidance](#)

[PURPOSE T - Adults pressure ulcer risk assessment from flo](#)
[PURPOSE T - Childrens pressure ulcer risk assessment form from flo](#)
Step 1 - Screening

Mobility Status - Tick all applicable below

- Mobility Status - Needs the help of another person to walk - Yellow
- Mobility Status - Spends all or the majority of time in a chair or bed - Yellow
- Mobility Status - Remains in the same position for long periods - Yellow
- Mobility Status - Walk independently with or without aids - Blue

Skin Status - Tick all applicable below

- Skin Status - Current PU category 1 or above - Pink
- Skin Status - Reported history of previous PU - Yellow
- Skin Status - Vulnerable skin e.g. blanchable redness that persists, dryness, paper thin - Yellow
- Skin Status - Medical device causing pressure/shear at skin site e.g. O2 mask, NG tube - Yellow
- Skin Status - Normal Skin - Blue

Clinican Judgement - Tick all applicable below

- Clinical Judgement - Conditions/treatments which significantly impact the patients PU risk - Yellow
- Clinical Judgement - No problem - Blue

Screening Outcome

Screening Outcome Please Select

Step 2 - Full Assessment

Analysis of Independent movement

Observation of Independent movement Please Select
Does not move - Orange
Slight position change/occasional/Orange
Slight position change/frequent/Orange
Major position change/occasional/Yellow
Major position change/frequent/Yellow

Sensory Perception and Response

Sensory perception and response

Moisture due to Perspiration, Urine, Faeces, or Exudate

Moisture due to perspiration, urine, faeces, or exudate Please Select

Diabetes

Diabetes Please Select

Perfusion - Tick all applicable below

Perfusion - No problem - Blue

Perfusion - Conditions affecting central circulation e.g. shock, heart failure, hypotension - Orange

Perfusion - Conditions affecting peripheral circulation e.g. peripheral vascular/arteria disease - Orange

Nutrition - Tick all applicable below

Nutrition - No problem - Blue

Nutrition - Unplanned weight loss - Yellow

Nutrition - Poor nutritional intake - Yellow

Nutrition - Low BMI (less than 18.5)/Less than 2 centiles below weight - Yellow

Nutrition - High BMI (30 or more)/More than 2 centiles below weight - Yellow

Medical Device

Medical devices - No problem - Blue

Medical devices - Medical device causing pressure/shear at skin site e.g. O2 mask, NG tube - Yellow

Pressure Ulcer History - For the worst incident

Previous History of pressure ulcer Please Select
No known PU history - Blue
PU history - Yellow
Unable to assess

Number of pressure ulcers

Approximate date of Pressure ulcer

For details of previous PU (if more than 1 PU give details of the PU that left a scar or worst category)

Worst PU category Please Select

Location of wound Please Select

Visible scarring Please Select

Current Detailed Skin Assessment

Sacrum Skin Please Select

Sacrum Pain Please Select

Sacrum PU category Please Select

Left Buttock Skin Please Select

Left Buttock Pain Please Select

Left Buttock PU category Please Select

Right Buttock Skin Please Select

Right Buttock Pain Please Select

Right Buttock PU category Please Select

Left Ischial Skin Please Select

Left Ischial Pain Please Select

Left Ischial PU category Please Select

Right Ischial Skin Please Select

Right Ischial Pain Please Select

Right Ischial PU category Please Select

Left Hip Skin Please Select

Left Hip Pain	V	Please Select
Left Hip PU category	V	Please Select
Right Hip Skin	V	Please Select
Right Hip Pain	V	Please Select
Right Hip PU category	V	Please Select
Left Heel Skin	V	Please Select
Left Heel Pain	V	Please Select
Left Heel PU category	V	Please Select
Right Heel Skin	V	Please Select

Right Heel PU category	V	Please Select
Left Ankle Skin	V	Please Select
Left Ankle Pain	V	Please Select
Left Ankle PU category	V	Please Select
Right Ankle Skin	V	Please Select
Right Ankle Pain	V	Please Select
Right Ankle PU category	V	Please Select
Left Elbow Skin	V	Please Select
Left Elbow Pain	V	Please Select

Left Elbow PU category	V	Please Select
Right Elbow Skin	V	Please Select
Right Elbow Pain	V	Please Select
Right Elbow PU category	V	Please Select
Other Site 1	V	
Other Site 1 Skin	V	Please Select
Other Site 1 Pain	V	Please Select
Other Site 1 PU category	V	Please Select
Other Site 2	V	
Other Site 2 Skin	V	Please Select

Other Site 2 Pain	V	Please Select
Other Site 2 PU category	V	Please Select
Other Site 3	V	
Other Site 3 Skin	V	Please Select
Other Site 3 Pain	V	Please Select
Other Site 3 PU category	V	Please Select

Step 3 - Assessment Decision

Decision	V	Please Select
Pressure Ulcer Pathway	V	Please Select
Date when 'Purpose T' review due	V	<input type="text"/> 

Decision	✓	Please Select FU 1 or above or scoring from old FU No FU at risk No FU and currently not at risk
Pressure Ulcer Pathway	✓	
Pressure Ulcer Pathway	✓	Please Select Secondary prevention/treatment pathway Primary prevention pathway Not currently at risk pathway
Date when 'Purpose 1' review due	✓	

A template adult community nursing care plan form

My Plan

Client: XXTESTPATIENT-TGIB, Donotuse (Ms) - 1096325

Date/time:

Referral/Admission:

Service:

Team:

Team contact telephone no: ✓

My (care) plan created: ✓ Yes No

Client Group: ✓ Please Select

Profession: ✓ Please Select

My (Care) Plan No.: ✓

Name of staff member completing plan: ✓

i Personalised care means people have choice and control over the way their care is planned and delivered. It is based on 'what matters' to them and their individual strengths and needs. Please ensure the views of the client (and/or the views their family/carer(s) if appropriate) in relation to this plan are captured in the 'what matters to me' section below.

What matters to me is... In less than 100 characters. (This information is displayed in KMCR) ✓

i If more details are required please record these below

What matters to me if further details required ✓

Health Benefit: ✓ Please Select

i Standard Nursing care plans are available for cutting/pasting and personalising from the Rio Flo library.

[Hyperlink to Nursing Care plans \(Community & Chosp\) Standard Option](#)

Overall Aim ✓

Baseline ✓

Goal 1 (What we are working towards) ✓

Agreed actions (what needs to happen) V

Professional/Team actions (What the staff member will do to help me) V

Person's actions (What I will do with the support of family/carers) V

Where these actions/interventions will take place (include all relevant places, e.g. client's home, clinic venue, school etc.) V

Proposed Review Date:

V

Client Agreed

V Please Select

Actual Review Date:

V

Outcome of actions/interventions - add comment(s) when goal(s) reviewed V

2nd goal required:

V Yes No

3rd goal required:

V Yes No

4th goal required:

V Yes No

End Date of My (Care) Plan

V

Stage of care pathway/intervention this plan relates to:

V Please Select

Name of staff member reviewing/outcoming care plan:

V

To calculate the overall outcome each goal is either met or not. The percentage of goals achieved overall is then calculated:

Fully achieved = 100%

Mostly achieved = 70 - 100%

Partially achieved = less than 70%

Not achieved = 0%

Overall Outcome:

V Please Select

Factors contributing to outcome must be completed if a partial/not achieved outcome is recorded

Factors Contributing to Outcome:

V Please Select

Additional comments on partially/not met outcomes and/or contributing factors V

A template adult community nursing risk assessment form

[Clinical Consent Form](#)

[Flo Guidance on Risk Assessments](#)

[Non-clinical Risk Assessment](#)

Is this risk assessment for the start of an intervention or where the situation has changed? V

Please Select

Physical Health

Does the client have physical health conditions, co-morbidities, or vulnerabilities requiring risk assessments and management? V

Please Select

What risk assessment processes are needed or are in place?

Autonomic Dysreflexia V

Alcohol/drugs related problems V

Cardiovascular instability V

Dementia/cognitive impairment V

Dysphagia V

End of life care V

Epilepsy V

Falls V

Frailty V

Impaired cognition V

Infection/sepsis V

Oxygen requirement/declined ambulatory oxygen V

Pressure ulcer vulnerability/SSKIN/wounds V

Tracheostomy V

Tube feeding V

Other clinical risks not detailed V

Details of other clinical risks V

Give details of any further actions taken or other relevant assessments completed (with dates if known) V

[Anticipatory Care](#)

[Health Navigation \(form development in progress\)](#)

[Moving and Handling Risk Assessment](#)

REASON FOR CLINICAL RISK ASSESSMENT

Autonomic Dysreflexia V

Alcohol/drugs related problems V

Cardiovascular instability V

Dementia/cognitive impairment V

Dysphagia V

End of life care V

Epilepsy V

Falls V

- Frailty V
- Impaired cognition V
- Infection/Sepsis V
- Oxygen requirement/declined ambulatory oxygen V
- Pressure Ulcer/Wound V
- Tube feeding V
- Tracheostomy V

Other V

RISK ASSESSMENT 1

Hazard (What issue has potential to cause harm?) V

Identified Risks (Who is going to be harmed) V

Please Select ▼

If other, please give details V

Current Control Measures (How are you controlling the risk at the moment to reduce the harm occurring?) Unreviewed. Click for field history and validation actions V

i The scores obtained from the risk matrix are assigned grades as follows:

- 1-6 **Low Risk**
- 8-12 **Medium Risk**
- 12-25 **High Risk**

Scoring: Consequence X Likelihood = (Risk Score)

Consequence Score V	<div style="border: 1px solid #ccc; padding: 2px;">Please Select ▼</div>	Likelihood Score V	<div style="border: 1px solid #ccc; padding: 2px;">Please Select ▼</div>	Risk Score	<div style="border: 1px solid #ccc; width: 40px; height: 15px;"></div>
Proposed Review Date V	<div style="border: 1px solid #ccc; padding: 2px;"></div>	Completion Date V	<div style="border: 1px solid #ccc; padding: 2px;"></div>	Outcome V	<div style="border: 1px solid #ccc; padding: 2px;">Please Select ▼</div>
Add another risk assessment V	<input type="radio"/> Yes <input type="radio"/> No				

i ACTION PLAN

Any risks that are scored between 8 and 25 (Medium to High) must have additional control measures in place (where possible) in order to manage the risk to an acceptable lower level. All additional control measures and actions must be included below with clear timeframes. The team lead is responsible for this action plan.

Contact Details: V

Person Responsible for Action Plan:

Date Action Plan Updated: V

Date Action Plan Created: V

RISK ACTION 1

Action To Be Taken V

Responsible Person V

Target completion date V

Exception Report (Provide a reason for target completion date not being met) V

Actual Completion Date V

Consequence Score V	<div style="border: 1px solid #ccc; padding: 2px;">Please Select ▼</div>	Likelihood Score V	<div style="border: 1px solid #ccc; padding: 2px;">Please Select ▼</div>	Residual Risk Score	<div style="border: 1px solid #ccc; width: 40px; height: 15px;"></div>
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Add another risk action V

 Yes No