

# The Newcastle upon Tyne Hospitals NHS Foundation Trust

## Human Resources Policies & Procedures

### Booking Procedure for Agency Workers (Clerical and Secretarial)

Effective From: January 2012

Review Date: October 2012

#### 1. Introduction

- 1.1 Only in exceptional circumstances should agency workers be used to meet the requirements of the Trust.
- 1.2 In circumstances where the Directorate Manager/Head of Department deems an agency worker is required, the Trust has a local arrangement in place with preferred agency worker suppliers, who are regulated by the Purchasing and Supplies Agency (PASA)/Buying Solutions national framework. This arrangement must be used to meet the Trust's requirements for agency workers.
- 1.3 In the event that one of the suppliers cannot fill a booking, then other agencies registered with the PASA/Buying Solutions national framework may be used.
- 1.4 The Trust requires copies of relevant documentation to ensure that the agency has carried out all pre-engagement checks on each agency worker in accordance with the NHS Employment Check Standards i.e. checks regarding Right to Work, Verification of Identity, Employment History and References, Criminal Records, Registration and Qualifications and Occupational Health

#### 2. Scope

- 2.1 This policy applies to the authorisation and use of all clerical and secretarial agency workers to the Trust.
- 2.2 It does not cover the use of professionally qualified or technical workers. These are subject to prior approval by the Recruitment Control Group and are booked directly by the authorised booker within the directorate/department.
- 2.3 Executive Directors only may operate outside of this procedure in order to make appointments on an urgent basis, without going through the Recruitment Control Group, where the needs of the organisation demand it.

#### 3. Procedure

##### 3.1 Bookings – Trust Responsibilities

- a) All clerical and secretarial bookings will be handled by the Human Resources Department, by authorised individuals only.
- b) Managers must seek approval through the Recruitment Control Group (RCG) to fill a position with an agency worker, such requests should be by exception

and the RCG application form must be authorised by the Directorate Manager/Head of Department.

- c) Approved requests will be notified by the manager, to an authorised booker within the Human Resources Department. A copy of the RCG approved form should be forwarded to the booker to be held with the booking documentation.
- d) The booker will establish with the manager what the booking requirements are i.e. job title; band; hours; working pattern; location; key duties; key knowledge, skills and experience required of the role.
- e) The booker will place the booking with an agency. If the agency cannot find a suitable agency worker within a reasonable time limit, the booker may choose to place the booking with another agency in order to fill it in a more timely fashion, in this case the booker will notify all parties involved that they are doing so. The agency which finds the most suitable agency worker in the timeliest fashion will be afforded the booking.
- f) The booker must obtain copies of all relevant documentation and a completed declaration form (which can be found on the HR & Training Section of the Trust's Intranet Site) from the agency verifying that all the relevant NHS Employment Check standards have been fully satisfied, prior to the agency worker commencing in the Trust. More specific guidance regarding the NHS Employment Check Standards can be sought at <http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Employment-Check-Standards/Pages/Employment-Check-Standards.aspx>
- g) A check of the person offered by the agency will be carried out by the booker to ensure the person is suitable particularly that they do not appear on the NHS Alert List.
- h) The booker will also check and verify with the supplier that the rate for the booking is in accordance with the rates agreed in the PASA/Buying Solutions national contract. Any matters of dispute will be raised with the relevant Senior HR Manager for resolution. Generally agency workers should be paid on the minimum spinal point of the band which has been authorised through RCG, unless there are specific exceptional circumstances, such as, the agency workers possessing rare or very desirable skills.
- i) Once the booker has evidence to confirm all requirements have been satisfied, the booker will confirm the booking details in writing using the pro-forma at Appendix 1.
- j) All bookings and future documentation (e.g. timesheets, invoices, etc) will be referenced using the relevant Recruitment Control Number.
- k) All finance documentation will be held by finance; all booking documentation will be held by the Human Resources Department.
- l) The agency workers database will be updated with the booking details by the booker as soon as the booking is made.

- m) Managers will ensure that an agency worker receives appropriate induction and orientation to their post as soon as possible. Managers must ensure they inform the Staff Development Team electronically that the local induction has been undertaken and must use the notification form on the Staff Development Section of the Trust's Intranet site to ensure all relevant information has been imparted to the agency worker.

### **3.2 Bookings – Agency's Responsibilities**

- 3.2.1 Prior to the agency worker starting with the Trust, the agency will ensure that the individual has provided and completed the relevant documentation in order to satisfy the NHS Employment Check Standards, complete the document declaration form and ensure that all relevant documentation is sent to the booker within the Human Resources Department. An overview of the information required can be sought from <http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Employment-Check-Standards/Pages/Employment-Check-Standards.aspx> and the form which agencies must ensure is completed is provided in Appendix 2 .
- 3.2.2 It is extremely important that an agency worker understands confidentiality and what they must and must not do with regard to confidential information. This is to help safeguard the person who the information relates to and also the agency worker who may use or have access to confidential information as part of their normal duties. A signed statement must be held on record by the agency for all agency workers supplied to the Trust (Appendix 3).
- 3.2.3 The Trust is committed to the highest standards of ethical conduct and integrity in its activities and will not tolerate any form of bribery. It is a that requirement agency workers comply fully with the Trust's anti-bribery procedures and Standards of Business Conduct, as well as acting in accordance with the Bribery Act 2010. In doing so, agency workers;
  - a) will not offer, promise, give, request, agree to receive, or accept any bribes in the course of their engagement with the Trust, when conducting Trust business or when representing the Trust in any capacity.
  - b) agree that they will report any suspicious conduct that may amount to a bribe being offered, promised, given, requested or accepted (either involving them or another agency worker or person acting for, or on behalf of the Trust) immediately to the Local Counter Fraud Specialist or the Finance Director.

All agencies must ensure their employees have signed and accepted the Trust's Anti Bribery Statement (Appendix 4) prior to the agency worker commencing work within the Trust. Signed and dated copies must be provided upon request for audit and monitoring purposes.

- 3.2.4 In addition, the agency will also issue the 'Important Information' document (Appendix 5) and ensure the individual is aware of the content. This is to help them understand what is expected from them when they work for the Trust and to assist with their induction/orientation to the organisation.

### **3.3 Bookings – Manager's Responsibilities**

Managers should ensure that there are appropriate local induction arrangements in place for all agency workers.

- a) Managers must ensure they inform the Staff Development Team electronically using the notification form from the Staff Development Section of Trust's Intranet site to confirm the local induction has been conducted.
- b) If the booking is anticipated to last for three months or more the agency worker must attend the Trust's Corporate Induction.
- c) Managers must ensure agency workers are not permitted to work more hours per week other than those authorised by the Recruitment Control Group. No overtime can be authorised by managers for agency workers.
- d) Managers should retain a copy of the completed time sheet.

#### **4. Timesheets**

- a) Timesheets will be authorised by an appropriate manager (or designated deputy) before they are processed for invoicing by the agency. The manager will:
  - i. check the agency worker's completed timesheet
  - ii. check there has been no overtime worked
  - iii. check the time sheet is accurate
  - iv. authorise it for payment
  - v. retain a copy for their records
- If a discrepancy cannot be resolved, it will be referred to the Human Resources Officer with responsibility for agency workers within the directorate/department.
- b) Any issues relating to fraud or attempted fraud will be reported immediately to the Senior HR Manager who will involve the Counter Fraud Office as necessary.

#### **5. Invoices**

- a) All invoices will be forwarded by agencies to the Accounts Department, Cheviot Court, Freeman Hospital.
- b) The Accounts Department will log all invoices and send them to the designated Assistant Human Resources Officer responsible for the directorate/department for processing.
- c) Agencies will ensure that all invoices have the relevant authorised timesheet attached.
- d) Invoices will not be processed without an authorised timesheet.
- e) The Human Resources Department will:

- i. check the invoice (booking details, hourly rate and number of hours worked) and timesheet to verify the correct charges are being made
  - ii. raise any discrepancies with the agency
  - iii. code invoices to the relevant cost centre
  - iv. forward invoices for payment to the accounts department
- f) If a discrepancy cannot be resolved, it will be referred to the designated Human Resources Officer responsible for agency workers within the Directorate.
- g) Any issues relating to attempted fraud will be reported immediately to the relevant Senior HR Manager who will involve the Counter Fraud Office as necessary.
- h) Until an invoice is passed for payment, the booker will keep the Accounts Department informed of progress.
- i) Where an invoice is incorrect and a credit note required, the invoice will not be passed for payment until the credit note is received – both will be passed for payment together.
- j) All invoices will be authorised by the designated Human Resources Officer responsible for agency workers within the Directorate or an appropriate authorised signatory within the Human Resources Department.

## **6. Audit and Monitoring**

- 6.1 Compliance with this policy will be monitored by the Director of Human Resources. Information will be presented annually to the Corporate Governance Committee, who will identify appropriate action plans to address areas of the process which can be improved and will continue to monitor the plan until its completion.
- 6.2 Monitoring will include sample audits to identify agencies used in the Trust (information provided by Accounts department via invoices submitted for payment) provide documentation for agency workers which verifies that all pre-engagement checks are being completed in accordance with the NHS Employment Check Standards.

## **7. Further Advice and Guidance**

Please contact an Assistant Human Resources Officer in the Human Resources Department.

## **6. Review**

The Director of Human Resources is responsible for the review and amendment of this procedure.

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST

TEMPORARY WORKERS  
AGENCY BOOKING FORM – CLERICAL and SECRETARIAL

Authority to Book

RCG No: ..... Authorised Booker: .....

Booking Details

Job Title: ..... Band: .....

Department: ..... Site: .....

Contact Name: ..... Ext: ..... Fax No: .....

Date From: ..... Date To: .....

Business Reason for Temporary Worker:

Requirements:

Checks Required	Occ' Health Right to Work in the UK	CRB Verification of ID	Confidentiality Employment History & Reference Checks	Professional Registration & Qualifications NHS Alert List Check
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Immunisations Required:      Yes      No

Booking Offered To:	Date:	Time:	Response:
1.			Yes/No
2.			Yes/No
3.			Yes/No

Booked Agency Worker Name: ..... Supplier: .....

Cost per Hour : ..... Time Confirmed: .....

Signed on behalf of Trust: ..... Date: .....

Print Name: ..... Designation: .....

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST

CONTRACT FOR THE SUPPLY OF AGENCY WORKERS –  
CLERICAL AND SECRETARIAL

HEALTH DECLARATION

Please read the following statement carefully.

If you have a health problem and are therefore unable to sign this declaration, please discuss this with your Recruitment Consultant.

- 1. My general health is good.
- 2. I have not had any condition requiring antibiotic treatment in the last three months. If you have, please discuss this with the Head of Department on your arrival.
- 3. I am not receiving treatment for any medical condition at this moment.
- 4. I had a BCG injection (or positive skin test in TB) in . . . . . (year).
- 5. I have not previously worked in an MRSA contaminated area.
- 6. I have not recently worked abroad.

Surname: .....

Forename: .....

Address: .....

.....

.....

Date of Birth: .....

Signed: ..... Date: .....

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST**  
**Confidentiality of Medical, Employment Records, E-mail and Internet Usage Statement**

**Medical Records**

A medical record is any record of the physical or mental health of a patient made by a health professional in connection with the care of the patient. Staff are only authorised to access medical records in relation to their specified duties i.e. the records of a patient in whose treatment they are involved, and only for the purposes of such treatment or in relation to associated administrative duties. Specifically, staff may not access their own medical records, or those of relatives or acquaintances, or any person in whose care they are not involved, other than through the formal access procedures for patients, as provided for under the Data Protection Act 1998 and the Access to Health Records Act 1990.

**Employment Records**

Employment records are those records, either manual or computerised, which contain information regarding individual members of staff, both past and present. Individuals on whom employment information is held have the right to amendment and erasure of inaccurate information and compensation for damages caused by inaccuracy unless the source of the information is the individual concerned or on identifiable third party.

**E-Mail Internet Information**

An employee of the Trust shall only access, read, retrieve or disseminate information from E-mail and Internet services at the Trust that relates specifically to their duties. Access to the Internet for personal use is permissible for up to one hour per day, however restrictions apply and access shall be in the employee's own time – see 'Workforce Policy on Internet Security at Work' and 'Email Policy'. The distribution of any information through E-mail and the Internet is subject to the scrutiny of the Trust which reserves the right to determine the suitability of this information.

All such records, medical and employment – computerised or manual – must be:

- confidential and secure against unauthorised access
- identifiable and readily accessible
- clear, accurate and readable
- accessible to authorised persons only
- accessible to patients on request (medical records)

Unauthorised access, modification, transfer, disclosure or deletion of computer held records are criminal offences under the Computer Misuse Act 1990 and make the offender liable to a fine, or five years imprisonment or both. These offences constitute gross misconduct and may result in summary dismissal of the offender. Unauthorised access, modification, transfer, disclosure or deletion of manual records will attract similar disciplinary action as may misuse of the Trusts' E-mail and Internet services.

Any queries regarding access, confidentiality, E-mail or Internet usage can be raised with either your line manager, the Trust's Data Protection Officer, the Trusts IM&T Security Officer or the Human Resources Department. Policies can be found on the Trust's Intranet.

▪ **Prevention and Control of Health Care Associated Infections (HCAIs)**

It is a condition of your employment that so far as is reasonably practicable, you minimise the risk of infection to yourself, colleagues, patients, relatives and visitors and, in so doing, you must:

- Be familiar with, and adhere to Trust policies and guidance on infection prevention and control
- Attend Trust Induction Programme(s) and statutory education programmes in infection prevention and control
- Include infection prevention and control as an integral part of your continuous personal/professional development
- Take personal responsibility so far as is reasonably practicable, in helping ensure that effective prevention and control of health care acquired infections is embedded into everyday practice and applied consistently by you and your colleagues

▪ **Information Governance**

It is a condition of your employment that you comply fully with Information Governance standards and responsibilities with regard to data protection, confidentiality, and information security. In doing so you:

- Must regard all identifiable personal information relating to patients and staff as confidential and at all times maintain appropriate standards of confidentiality
- Must not disclose confidential information to any other person unless in pursuit of your duties or where specific permission is given.
- Must familiarise yourself with Trust policies and procedures for the control and appropriate sharing of patient information with other agencies, taking account of relevant legislation
- Are responsible for implementing good records management (where appropriate) in line with the Trust's records management policy and following the Trust's guidelines for enabling information to be disclosed within the requirements of the Trusts' Freedom of Information policy
- Must ensure Information Governance is an integral part of your continuous personal/professional development
- Must take personal responsibility so far as is reasonably practicable, in helping to ensure that Information Governance is embedded into everyday practice and applied consistently by you and your colleagues.

I have read and understand this summary and accept my obligations in relation to medical, employment records, Internet usage, HCAI and Information Governance.

Name: .....Signature: .....

Post: ..... Date: .....

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Anti Bribery Statement

The Newcastle upon Tyne Hospitals NHS Foundation Trust (the Trust) is committed to the highest standards of ethical conduct and integrity in its activities. This statement outlines the Trusts position on preventing and prohibiting bribery, in accordance with the Bribery Act 2010 and Standards of Business Conduct. The Trust will not tolerate any form of bribery by or of, all stakeholders in the Trust’s business including, but not limited to employees (regardless of position held), as well as volunteers, non executive directors, governors, staff engaged with the Trust via an agency, honorary contract holders, local authority and university employees who work on Trust premises or who are integrated with the Trust, consultants, vendors, contractors, and/or any other parties who have a business relationship with the Trust. A bribe means a financial payment or other form of reward or advantage, whether direct or indirect, that is intended to induce or influence, or has the effect of inducing or influencing, an individual, company or public body to perform their functions, including business and public duties, improperly. For the avoidance of doubt, improper performance includes, not acting in good faith; not acting impartially; and not acting in accordance with a position of trust.

By signing and accepting this statement you agree that you will not offer, promise, give, request, agree to receive, or accept any bribes and comply with all applicable bribery and corruption laws:

- in the course of your engagement;
- when conducting Trust business; or
- when representing the Trust in any capacity.

You agree to comply with the Trust’s anti-bribery procedures and Standards of Business Conduct that are in force. You agree that you will report any suspicious conduct that may amount to a bribe being offered, promised, given, requested or accepted (either involving you or another employee or person acting for, or on behalf of the Trust) immediately to the Local Counter Fraud Specialist or the Finance Director.

If the Trust suspects a contractor of bribery, it is entitled to remove the contractor from Trust premises, and report suspicions of criminal activity in line with the Trust’s Fraud Policy, which may result in a criminal investigation and prosecution.

I have read and understood this statement and accept my obligations.

Employer: .....

Name: ..... Signature: .....

Post: ..... Date: .....

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST**

**IMPORTANT INFORMATION FOR AGENCY WORKERS WORKING WITHIN THE TRUST**

**1. Personal Conduct**

You must observe a high standard of personal and professional conduct and carry out work to the best of your ability, in a proper and efficient manner, and promote and maintain the interests and reputation of the Trust at all times. You must adhere to the policies and procedures of the Trust. You must comply with all lawful and reasonable requests and directions given to you by the Trust together with all the duties implied by law. Failure to comply with these conditions of conduct will result in your immediate removal from any temporary position with the Trust.

**2. Misrepresentation of Status**

You must not at any time give the impression that you are an employee of the Trust, or in any way as having any authority to enter into any contract or negotiations on behalf of the Trust, or otherwise to bind the Trust. Any breach of this provision could lead to your removal from the Trust and you will indemnify the Trust on demand for all costs, liabilities, claims, expenses and demands suffered or incurred by the Trust arising by reason of your breach of this condition.

**3. Medical Examination**

It is a condition of working in the Trust that, if required, you submit to a medical examination at any time and to any tests and/or x-rays arising there from, and follow any guidance issued by the Trust's Occupational Health Department.

**4. Control of Infection**

You must as far as is reasonably practicable, minimise the risk of infection to yourself, colleagues, patients, relatives and visitors and, in so doing, you must:

- a) be familiar with, and adhere to Trust policies and guidance on infection prevention and control
- b) attend Trust Induction Programme(s) and statutory education programmes in infection prevention and control
- c) include infection prevention and control as an integral part of your continuous personal/professional development
- d) take personal responsibility so far as is reasonably practicable, in helping ensure that effective prevention and control of health care acquired infections is embedded into everyday practice and applied consistently by you and your colleagues

## 5. Information Governance

It is a condition of your employment that you comply fully with Information Governance standards and responsibilities with regard to data protection, confidentiality, and information security. In doing so you:

- a) Must regard all identifiable personal information relating to patients and staff as confidential and at all times maintain appropriate standards of confidentiality
- b) Must not disclose confidential information to any other person unless in pursuit of your duties or where specific permission is given.
- c) Must familiarise yourself with Trust policies and procedures for the control and appropriate sharing of patient information with other agencies, taking account of relevant legislation
- d) Are responsible for implementing good records management (where appropriate) in line with the Trust's records management policy and following the Trust's guidelines for enabling information to be disclosed within the requirements of the Trusts' Freedom of Information policy
- e) Must ensure Information Governance is an integral part of your continuous personal/professional development
- f) Must take personal responsibility so far as is reasonably practicable, in helping to ensure that Information Governance is embedded into everyday practice and applied consistently by you and your colleagues.

## 6. Health and Safety

The Trust attaches the greatest importance to the health, safety and welfare of its employees and wishes to encourage them to work together positively to achieve safe and healthy working conditions compatible with the provision of services to patients.

The Trust undertakes, so far as is reasonably practicable, to provide and maintain a safe working environment, equipment and safe systems of work. You are required to exercise reasonable care for the health, safety and welfare of yourself and all other persons who may be affected by your acts or omissions at work.

You must cooperate with the Trust as regards to any duty or requirement imposed upon it by any relevant statutory provision.

- a) Fire  
A detailed fire procedure document is available on all wards and departments. It is your responsibility to familiarise yourself with the content and to act in accordance with it. You must partake in fire drills as and when they occur.
- b) Security  
All staff, students and temporary (agency) workers are issued with a Staff Identity Card, which must be worn at all times.

If you are involved in an accident or injury to yourself or a colleague no matter how slightly, you must inform your manager immediately and complete all necessary documentation to record this matter.

## **7. 'No Smoking' Policy**

The Trust is a smoke free zone and does not permit smoking on any of its premises. You are not permitted to smoke in any buildings or grounds of the Trust.

## **8. Safeguarding (Children and Adults)**

In order to protect Children/Vulnerable Adults using the services or facilities of the Trust, every agency worker must be made aware of their duties and responsibilities in respect of Safeguarding upon commencement of their temporary role.

## **9. Equal Opportunities & Diversity Policy**

The Trust is committed to a policy of equality and diversity of opportunity, not only in its employment and personnel practices, but also in all the services for which it is responsible. It is a condition of working within the Trust that you act in accordance with the Trust's Equal Opportunities & Diversity Policy and that you comply with any relevant statutory provisions.

## **10. Dignity and Respect at Work Policy**

The Trust is committed to a policy that fully supports the rights of all of its employees, trainees and temporary (agency) workers to work/learn without harassment or intimidation. Harassment or intimidation by any employee, trainee or temporary (agency) worker toward another employee, trainee or temporary (agency) worker, patient, visitor or contractor working on behalf of the Trust, will not be tolerated. All individuals, at all levels, are required to comply with this policy. If the complainant or alleged harasser is not employed by the Trust, then the Trust will expect their employer to take appropriate action.

## **11. Training**

The Trust will provide you with any relevant training required for the performance of your duties whilst working in the Trust. Failure to attend training when required will result in work being withheld and could result in your immediate removal from working within the Trust.

## **12. Financial Interest in Contracts**

You must inform the Finance Director of the Trust as soon as it comes to your notice that you have a financial interest in a contract into which the Trust has entered, or proposes to enter into, whether or not you are party to the contract. In the case of a married couple, the interest of one is deemed to be the interest of the other.

## **13. Acceptance of Gifts/Hospitality**

A policy document incorporating guidelines on the above has been drawn up by the Trust. A copy of the document is available from your line manager or on the Trust's intranet. If you have any queries regarding the acceptance of gifts/hospitality in connection with your working within the Trust you should consult with your manager before you agree to accept a gift or hospitality.

#### **14. Bribery Act 2010**

The Trust is committed to the highest standards of ethical conduct and integrity in its activities and will not tolerate any form of bribery by, or of, employees, trainees or temporary (agency) workers. You will not offer, promise, give, request, agree to receive, or accept any bribes in the course of your engagement with the Trust, when conducting Trust business or when representing the Trust in any capacity. You must comply with all applicable procedures and Standards of Business Conduct that are in force.

#### **15. Personal Property**

The Trust will not accept any responsibility whatsoever for damage to, or loss of, personal property and recommends that you arrange appropriate insurance to cover such items.

#### **16. Use of Private Motor Vehicle on Trust Business**

You must not use a private vehicle on Trust business unless you have appropriate insurance which covers you for an accident to a third party and for business use.

#### **17. Police Investigations**

If you are arrested on any charge or served with a summons on a criminal charge, you must inform your manager immediately.

#### **18. Trust Property**

Any uniform, protective clothing, keys or other items that may be issued to you, remain the property of the Trust and must be returned at the termination of your booking. Any loss/cost of replacement incurred by the Trust due to your failure to return Trust property will be deducted, subject to prior notice being given, from monies owing to you by the Trust.

#### **19. Conduct**

You must observe a high standard of personal and professional conduct and that you adhere to the policies and procedures of the Trust. Failure to comply with this condition of conduct and to adhere to policies and procedures may result in your booking being cancelled.

#### **20. Dress and Appearance**

You must comply with the Trust's Dress, Appearance and Uniform Policy (available on the intranet). A uniform and/or protective clothing, where applicable, must be worn and properly laundered. You will be issued with an IT badge which you must

wear at all times when working for the Trust. You must not give your ID badge to anyone else in any circumstance. Failure to adhere to this could compromise patient safety and the Trust's security arrangements, and lead to your immediate removal from your temporary position.

## **21. Intellectual Property Rights**

All inventions, improvements, system developments, enhancements, designs, artistic and literary works made by you as part of the normal or assigned duties belong to the Trust and, the Trust reserves complete freedom, in any circumstance, to decide what action (if any) should be taken in this regard.

## **22. Computers**

You may have access to a computer as part of your work. You must only access the computer and its material (which includes programmes) as authorised by your line manager. It is illegal (under the terms of the Computer Misuse Act 1990) to alter or modify any computer material without authority, or to access material without authority, or to use information gained from the computer without specific authority. You must also not impart any programmes or discuss without authority.

If it is discovered that you have carried out any of the illegal acts referred to above, or any other similar acts, then the Trust will take appropriate action and you will be personally liable under the terms of the Acts.

## **23. Social Networking Sites and Use of the Internet**

This refers to the use of Web software that supports social networking (e.g. blogs, wikis, Facebook) and media sharing (e.g. YouTube, Flickr)

The Trust does not allow access to any social networking sites and any breach of this condition will result in your immediate removal from your temporary position

You must not utilise the Trust's computer systems to engage in political activities where this might be construed as representing the Trust.

Internet libel is the publication of a defamatory statement in permanent form, which includes publication on the internet. The Trust will undertake swift action if it becomes aware of statements posted on websites which may be considered defamatory. Any form of harassment, including defamatory statements or other unacceptable content, will be given serious consideration by the Trust and appropriate action will be taken.

If you become aware of a statement on a website which could be considered defamatory, you should contact the IT Services Help Desk with the following information:

- your name and contact details
- location of the statement
- the nature of the complaint i.e. why you object to the statement

The Trust reserves the right to secure the removal of any such statement and will carry out an investigation into how such a statement was posted.

The Trust has strict rules around the use of its network services (intranet and internet) including use of email and access to certain websites. It is your responsibility to be aware of these rules, to familiarise yourself with Trust policies in this regard, and to adhere to these policies at all times. Failure to do so will result in your immediate removal from your temporary position.

**THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST**  
**IMPACT ASSESSMENT – SCREENING FORM A**

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	Booking Procedure for Agency Workers (Clerical and Secretarial)	Policy Author:	Karen Pearce
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of the following: (* denotes protected characteristics under the Equality Act 2010)		Policy is in accordance with the NHS Employment Check Standards and current legislation. It is underpinned by the Trust's overriding policy on Equal Opportunities.
	• Race *	No	)
	• Ethnic origins (including gypsies and travellers)	No	)
	• Nationality	No	)
	• Gender *	No	)
	• Culture	No	)
	• Religion or belief *	No	)
	• Sexual orientation including lesbian, gay and bisexual people *	No	) See above
	• Age *	No	)
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems *	No	)
	• Gender reassignment *	No	)
	• Marriage and civil partnership *	No	)
2.	Is there any evidence that some groups are affected differently?	No	There is no evidence to support any group was affected differently
3.	If you have identified potential discrimination which can include associative discrimination i.e. direct discrimination against someone because they associate with another person who possesses a protected characteristic, are any exceptions valid, legal and/or justifiable?	No	
4(a).	Is the impact of the policy/guidance likely to be negative? (If "yes", please answer sections 4(b) to 4(d)).	No	
4(b).	If so can the impact be avoided?	-	
4(c).	What alternatives are there to achieving the policy/guidance without the impact?	-	
4(d)	Can we reduce the impact by taking different action?	-	

<b>Comments:</b>	<b>Action Plan due (or Not Applicable):</b>
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Name and Designation of Person responsible for completion of this form: ..... Karen Pearce ..... Date: ..... 15/12/2011 .....

Names & Designations of those involved in the impact assessment screening process: ..... EPPCG .....

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)

*For advice on answering the above questions please contact Frances Blackburn, Head of Nursing, Freeman/Walkergate, or, Christine Holland, Senior HR Manager. On completion this form must be forwarded electronically to Steven Stoker, Clinical Effectiveness Manager, (Ext. 24963) [steven.stoker@nuth.nhs.uk](mailto:steven.stoker@nuth.nhs.uk) together with the procedural document. If you have identified a potential discriminatory impact of this procedural document, please ensure that you arrange for a full consultation, with relevant stakeholders, to complete a Full Impact Assessment (Form B) and to develop an Action Plan to avoid/reduce this impact; both Form B and the Action Plan should also be sent electronically to Steven Stoker within six weeks of the completion of this form.*