

# Candidate information pack



East Kent  
Hospitals University  
NHS Foundation Trust



Great  
healthcare  
from great  
people

**Advanced Clinical Pharmacist**

Trust wide and Pilgrims Hospices

344-9440CSZ

We

care

## **Are you passionate about people? Then this could be the start of something special...**

### **Dear candidate**

Today, the team at East Kent Hospitals will care for more than 2,000 people. Most of these people and their loved ones will be at a significant moment in their lives – an emergency situation, a diagnosis, a new life, a last chance to say goodbye, or a new chance to learn or regain skills.

That's why if you are passionate about people, you're the perfect fit for us, whether you are a health professional or someone who can bring your valuable skills 'behind the scenes'.

Our mission is 'great healthcare from great people' – if you are great at what you do and want to work in an environment where you can give your best, come and be part of us!

In return, we promise to give you all the opportunities and development we can, so you can enjoy a great career with us. We also offer a great reward package, from help with childcare to fantastic discounts to enjoy whatever you are doing in your time off. Whether it's big-city stores, the coast, funky boutiques, a cutting-edge club scene or vineyards, cider farms, castles and cathedrals you're after, we have it all on our doorstep!

With some fantastic schools, and quick and easy access to London – and Europe – it's a great place to live and work.

We're one of the biggest acute trusts in England with five hospitals providing a wide range of high quality services and opportunities to develop. The William Harvey Hospital in Ashford has the full range of district general hospital services, as well as regional specialities, including the country's best performing trauma unit. The Queen Elizabeth, The Queen Mother Hospital in Margate, also provides district general hospital services, while Kent & Canterbury Hospital in Canterbury is a specialist services hub which provides adult medical care, inpatient renal, urology and vascular services and robotic surgery.

Our new hospital in Dover, the Buckland, and Royal Victoria Hospital, Folkestone, provide a variety of outpatient, diagnostic and minor injury services, alongside a range of services throughout the local area.

We have high ambitions for our Trust, the patients it serves and the people who work here. We prize involving all our staff in what we do, and together been on a fantastic improvement journey which has led to widespread improvements to our services and praise from the CQC for our caring staff. We are proud of what we have achieved to date and are excited about what's to come.

If you would like to be part of this exciting journey, please apply as quickly as possible using the electronic application form on the ['Work Here' section](#) of the Trust website, because we will close the advert for this job once we've had enough applications.

If you have a disability or long-term health problem, we are committed to offering reasonable adjustments throughout the recruitment process and employment.

If you would like more information or help, please contact the Resourcing Team on 01227 866450 or [resourcing@nhs.net](mailto:resourcing@nhs.net), who will be happy to help.

**Yours faithfully, *Susan Acott*, Chief Executive**



# Our vision for the future

## Our vision

- Improving health and wellbeing

## Our mission

- Great healthcare from great people

We will achieve this by:

Providing incredible care, delivered with expertise, using research, innovation and new technology.

Investing in our staff through education and training and upholding our shared values.

Excelling in the delivery of services and driving forward new models of care with our staff and partners.

Building services that are best in class and are a magnet to attract the best staff.

## Our values

- People feel cared for, safe, respected and confident we are making a difference

## Our strategic objectives - 4Ps (how we will deliver our vision and mission)

Providing high quality care to **patients** with great outcomes for their health and lives - getting the basics right every time and building healthcare that is best in class.

Attracting the best **people** to our team, who are passionate, motivated and feel able to make a difference and investing in them.

Work in **partnerships** to design health and social care which transcends the boundaries of organisations and geography.

The **provision** of high quality care through the use of technology, research, education, innovation and intelligence.

## Our priorities for the next 1 - 3 years under our transformation plan

What we  
want to  
achieve  
by 2021

Getting  
to good

Higher  
standards  
for patients

Healthy  
finances

A great  
place to  
work

Delivering  
our future

Right skills  
right time  
right place

## Our enabling strategies (these support us to deliver our priorities)

People, Quality, Clinical, Annual Plan, Estates, IT, Communications  
and Engagement, Research and Innovation, Diversity and Inclusion





■ You can find out more about what we do on our website at [www.ekhufthnhs.uk](http://www.ekhufthnhs.uk) and view our [organisational structure charts](#) here.

## Job Description

### 1. JOB DETAILS

<b>Job Title:</b>	<b>Advanced Pharmacist, specialising in Palliative Care</b>
<b>Division:</b>	<b>CSSD</b>
<b>Band:</b>	8a
<b>Location:</b>	3 days Pilgrims Hospice sites per week / 2 day Pharmacy EKHUFT
<b>Responsible to:</b>	Lead Clinical Services Pharmacist
<b>Accountable to:</b>	Director of Pharmacy

### 2. JOB PURPOSE

- To develop and provide a highly specialised clinical pharmacy service to the Pilgrims Hospices Sites at Canterbury, Thanet and Ashford.
- To support effective and safe use of medicines in palliative care and chronic pain at Pilgrims Hospice and EKHUFT by working closely with Pilgrims Hospice Team and the Palliative Care Team at EKHUFT.
- To provide education and training to Pilgrims Hospice, Community Services and EKHUFT staff on medicines use in End of Life Care
- To provide pharmacy support for EKHUFT with development and implementation of any initiatives, guidelines and audits that relate to End of Life Care within the Trust.
- To be a Non-Medical Prescriber in a defined scope area of practice within Palliative Care

### 3. DIMENSIONS

<b>Financial and Physical</b>	<b>Manages</b>	The post holder will manage the prescribing & pharmaceutical expenditure of Pilgrims Hospices to ensure that it remains within the funding provided by East Kent Clinical Commissioning Groups provided to EKHUFT (£253,000 / annum for 2018/9). The post holder will liaise with EKHUFT Finance department to ensure sufficient funding is provided by the CCGs.
	<b>Impacts</b>	Excess annual spend by Pilgrims Hospices above the funding provided by the CCGs will be met by EKHUFT
<b>Workforce</b>	<b>Manages (Bands and WTE)</b>	While this post has no direct line management responsibilities, the post holder is professionally responsible for the planning and organisation of the Pharmacy service provided by East Kent Hospitals NHS Trust to Pilgrims Hospices. As such the post holder will be expected, after liaison with Pharmacy Heads of Section to ensure that Pharmacy staff are kept informed of the latest procedures and policies introduced at the Pilgrims Hospices where there are ramifications for the EKHUFT Pharmacy Departments.
	<b>Located</b>	Across EKHUFT Pharmacy departments
	<b>Impacts</b>	Service delivery by EKHUFT to Pilgrims Hospices
<b>Other</b>		N/A

4.     **STRUCTURE CHART**



## **5. KEY RESULT AREAS**

### **Pilgrims Hospices**

- 1. To provide thorough expert professional practice, a comprehensive clinical pharmacy service to Pilgrims Hospice patients and staff. This will be achieved by the assessment of a patient's clinical condition from analysis and interpretation of prescription charts, test results and medical notes, communication with the medical or nursing staff and discussion with the patient or their carer. The suitability of the current prescription regime and any other appropriate alternative drug treatments will then be communicated to the medical and nursing staffs.**
- 2. To attend and contribute to any relevant ward rounds and MDT meetings**
- 3. To be a non-medical prescriber in a defined area of practice that benefits Pilgrims Hospice service.**
- 4. Provide highly specialised expert advice to clinical staff and patients, which ensures compliance with Medicines legislation and best practice.**
- 5. To counsel patients or carers on the safe and effective use of their medicines**
- 6. To identify and resolve problems which may occur in the transfer of patients leaving Pilgrims Hospices to the primary sector and to coordinate the introduction of strategies that facilitate patient compliance with their medication regimen.**
- 7. To collaborate effectively with the dispensary managers at EKHUFT in order to ensure smooth systems of operation between pharmacy and Pilgrims, therefore ensuring consistency in standards of work across all sites and adherence to pharmacy and Trust policies**
- 8. To be responsible for reviewing existing pharmaceutical policies and procedures and identifying, preparing and coordinating the introduction of new pharmaceutically related policies, procedures and guidelines to ensure that Pilgrims Hospices comply with: existing legal requirements, best practice in the field of specialist palliative care, requirements of the Care Quality Commission and risk management work undertaken by the post holder. All new policies and procedures will be introduced via the Pilgrims Hospice Medicines Management Group and Quality and Governance Board.**
- 9. To have an integral part in the following Pilgrims Hospice groups or committees:**
  - a. To be Chair of Pilgrims Hospices in East Kent Medicines Management Group, preparing and setting the agenda for this meeting and ensuring the actions and outcomes are introduced into practice.**

- 10. This will include**
  - i. Medication incident review with trend and root cause analysis to identify improved or updated practice to be introduced.**
  - ii. Ratification of policies and procedures.**
  - iii. Pharmaceutical documentation (prescription charts, etc...) and practice review**
- b. To be the Medicines Management representative on Pilgrims Hospices in East Kent Quality and Governance Board and report to Pilgrims Trustees when required.**
- c. The post holder may also be co-opted onto other Pilgrims Hospices in East Kent committees as and when pharmaceutically related matters occur.**
- 11. To identify areas where improvements in the quality and cost effectiveness of pharmaceutical care and prescribing may be encouraged at Pilgrims Hospices.**
- 12. To monitor through the Pharmacy and NHS systems the financial spend incurred by EKHUFT in providing medication and pharmaceutical services to Pilgrims Hospices in East Kent**
- 13. To generate reports and spread sheets to communicate to senior Hospice and Hospital managers the implications of the findings identified from above to ensure Pilgrims Hospice keep within their allocated drug budget. This will include the identification and production of evidence to substantiate the use of high cost pressure items.**
- 14. To ensure that mechanisms are in place to ensure changes to pharmacy related policies, procedures and practice at Pilgrims Hospices in East Kent are effectively communicated to relevant staff groups in a timely manner.**
- 15. To develop the Clinical Pharmacy service through audits and action plans at Pilgrims Hospices in East Kent.**
- 16. To manage the supply and product reconciliation of all medicinal products that are used in clinical trials at Pilgrims Hospices and provide training, policies and procedures to ensure nursing and medical staffs work within clinical trial guidelines.**
- 17. To manage and monitor the use of unlicensed medicines at Pilgrims Hospices ensuring their continued supply and safe use.**
- 18. To develop systems, where appropriate, to facilitate the use of patient's own drugs, self-medication and patient discharge in collaboration with medical and nursing staff in Pilgrims Hospices.**
- 19. To regularly provide training to patients, relatives and other healthcare professionals. This will include pharmacy updates to staff at Pilgrims Hospices, palliative care training for EKHUFT Pharmacy staff on Pilgrims Hospice sites and**



**talks to groups of patients and/or relatives on aspects of palliative care, designed to promote an understanding and compliance with palliative care medication regimens.**

**20. Supervision of Pilgrims Hospices in East Kent Hub Administrators to ensure maintenance of the medication record system on Infoflex.**

**21. To ensure suitable systems of pharmaceutical waste destruction are in place at Pilgrims Hospices in East Kent**

**22. To undertake audits and participate in research of palliative care practice at Pilgrims Hospices in East Kent in cooperation with the Hospice Research Facilitator.**

## **EKHUFT**

**1. To attend and participate in the EKHUFT End of Life Board and support the development of EKHUFT governance and education agenda.**

**2. To demonstrate expert professional practice. Act as a point of referral for medical, nursing and Pharmacy staffs, providing expert professional advice within EKHUFT for highly complex pharmaceutical problems.**

**3. To Support EKHUFT CD Accountable Office to develop the CD Governance agenda, structures and practices within the Trust**

**4. To be the lead pharmacist for Chronic Pain (in addition to palliative care) at EKHUFT and work with the Medicines Optimisation and Chronic Pain teams to ensure safe and effective use of medicines and support the EKHUFT Medicines Value Programmes.**

**5. To support the pharmacy clinical service at EKHUFT by providing ward based assessments and supervision for pharmacy staff on a regular basis**

**6. To lead and support audits for the pharmacy clinical service related to chronic pain, palliative care and clinical service standards**

**7. To provide oversight and support to Advanced Pharmacists to ensure the End of Life Care agenda is feedback to speciality Care Groups.**

**8. To lead in the development and provision of End of Life training for Pharmacy staff within EKHUFT in aspects of specialist palliative care.**

**9. To provide Education and Practice Supervision to pharmacists undertaking postgraduate qualifications or to pre-registration pharmacists.**

**10. Complete appraisals and monitor performance for all line managed staff in line with trust & pharmacy policy.**

**11. To be an active member of the Palliative Care Pharmacists Network.**

## **General:**

- 1. To assist in the induction of new members of pharmacy.**
- 2. To maintain own professional competence and act as a role model for practice and professional development. To undertake CPD as required by the GPhC.**
- 3. To participate in the, weekend, late night, and Bank Holiday services on a pro-rata basis.**
- 4. To participate in the 24 hour on-call rotation in accordance with the directorate policy.**
- 5. To ensure that accurate records are maintained either electronically or in paper copy.**
- 6. Adhere to all Trust Policies and Health & Safety, as applicable.**
- 7. To ensure safe and appropriate storage of medicinal products in pharmacy and clinical areas.**
- 8. To dispense and check prescriptions according to SOPs. Ensure competence is maintained in dispensing and checking.**
- 9. To undertake such other duties as may be required by The Director of Pharmacy / Lead Clinical Services Pharmacist.**

## **6. VALUES AND BEHAVIOURS**

The post holder is required to uphold and model the Trust values in everything they do.

## **7. COMMUNICATIONS AND WORKING RELATIONSHIPS**

<b>Internal including Pilgrims Hospice</b>	Director of Pharmacy Lead Clinical Services Pharmacist Deputy Chief Pharmacist Lead Governance Pharmacist Education & Training Pharmacist Other Pharmacy staff Clinical Directors Clinical Services Managers Medical, Nursing and Support Services staff  Chief Executive Medical Director Director of Nursing Director of Education Medical Consultants Clinical Services Managers
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	Medical, Nursing and Support Services staff
<b>Other NHS</b>	<p>Communication with senior managers at EKHUFT and pilgrims Hospices relating to the development, funding and practice of palliative care.</p> <p>Communication and negotiation with Lead Medicines Management Pharmacists in CCGs and Community Trusts, to ensure joined up thinking and practice between these organisations, Pilgrims Hospices and EKHUFT when introducing, developing or maintaining policies, procedures or practice relating to palliative care</p>
<b>External to NHS</b>	Patients and Carers

## 8. ENVIRONMENT

Category	Description/Definition	Frequency/Measures
<b>Working Conditions</b>	Exposure to unpleasant working conditions during the denaturing and disposal of hazardous and non hazardous pharmaceuticals each week. Exposure to unpleasant odours during this process.	Occasional
<b>Physical Effort</b>	There is requirement for sitting in a restricted position for a substantial proportion of the working time while retrieving information via VDU	Frequent
<b>Mental Effort</b>	High level of concentration required for reviewing prescriptions, calculations, statistics, reports, policy documents, often interrupted by urgent requests for advice.	Frequent
<b>Emotional Effort</b>	By the nature of working at hospices there is frequent exposure to the distressing or emotional circumstances related to working with patients with terminal illnesses and their imminent death.	Occasional

## 9. MOST CHALLENGING PART OF THE JOB

The post holder is expected to work across different EKHUFT sites and across different Pilgrims Sites. There will be demands from both organisations at the same time whilst not necessarily being present on the premises. This will require significant prioritisation, time management and communication skills.

Due to the nature of the role in palliative care, there will be times when there are conversations / situations with patients and families who are distressed or anxious due to their terminal condition. This will possibly have an emotional impact on the post holder.

We confirm that the details of the above post as presented are correct. This is a description of the duties of the post as it is at present. This is not intended to be exhaustive. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of the service and to make any necessary changes.

## Person Specification

Criteria Group	Essential	Desirable	Measurement/ Testing method
<b>Experience</b>	<p>Significant post qualification experience in a hospital pharmacy setting (or equivalent)</p> <p>Teaching, mentoring and tutoring experience.</p>	<p>Staff and service management experience.</p> <p>Palliative Care experience</p> <p>Working with clinical directorates</p> <p>Research experience.</p>	<p>Application form</p> <p>Interview questioning</p> <p>Reference portfolio</p>
<b>Skills</b>	<p>The post holder must demonstrate evidence against the advanced Level Framework to a minimum:</p> <p>Communication (both verbal and written) and interpersonal skills should be highly developed as the post holder will be expected to communicate complex and sensitive information to patients, relatives, prescribers, clinicians and managers.</p> <p>Tact and negotiation skills to ensure adherence to drug treatment protocols / policies.</p> <p>Excellent time management skills. Organisational and prioritisation skills.</p> <p>Leadership, innovation and</p>	<p>Advanced IT skills (database, spread sheets etc.)</p> <p>Patient assessment and diagnostic skills within independent prescribing scope of practice.</p>	<p>Application form</p> <p>Interview questioning</p> <p>Reference portfolio</p>

	<p>motivational skills</p> <p>Analytical and judgmental skills to critically appraise medical literature and patient information for application to highly complex patient care situations.</p> <p>Excellent clinical problem solving skills.</p> <p>Excellent teaching and presentation skills.</p> <p>The post holder must be able to work effectively as a team member and have drive and enthusiasm.</p> <p>Computing skills using word processing, spread sheet, and Power point packages.</p>		
<b>Knowledge</b>	<p>Demonstrable evidence of clinical pharmacy experience and further study. As a minimum the post holder must demonstrate specialist level pharmaceutical and general background knowledge.</p>	<p>Specialist knowledge of palliative care</p> <p>Specialist knowledge of chronic pain</p>	<p>Application form</p> <p>Interview questioning</p> <p>Reference portfolio</p>
<b>Qualifications</b>	<p>Four year Master's degree in Pharmacy from a UK School of Pharmacy or equivalent as recognised by The General Pharmaceutical Council of Great Britain and one years Pre-registration training (or equivalent)</p>	<p>Membership of Royal Pharmaceutical Society</p> <p>Registered with GPhC as an Independent Prescriber.</p>	<p>Application form</p> <p>Interview questioning</p>



	<p>Registered Pharmacist with The General Pharmaceutical Council of Great Britain</p> <p>Post graduate diploma in clinical pharmacy, or equivalent</p>	<p>Train the trainer's accreditation or KSS Deanery Practice Supervisors accreditation or equivalent.</p> <p>Management qualification.</p>	<p>Reference portfolio</p>
<b>Other</b>	<p>Valid UK drivers' license and access to a car.</p> <p>Upholds and models the Trust values</p>		<p>Application form</p> <p>Interview questioning</p> <p>Reference portfolio</p>

## Job Role: Essential Health and Safety information

*To be completed by the recruiting manager prior to the vacancy being advertised and at the point the job description is confirmed.*

		Y	N
<b>Confined Spaces?</b>	A “confined space” means any enclosed place, such as may need to be accessed by Estates staff for maintenance such as loft spaces, plant rooms or flues.		N
<b>Driving?</b>	This means driving a Trust Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work		N
<b>Exposure to Substances Hazardous to Health?</b>	This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.		N
<b>Hand Arm Vibration Exposure?</b>	This includes hand held tools such as drills, saws and other power equipment. This is likely to include employees working in the Plaster Room, Mortuary, Estates and Orthopaedic Surgery.		N
<b>Hand Washing?</b>	This means washing hands 20 plus times per working day.		N
<b>Lone Working?</b>	This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms).	Y	
<b>Manual Handling?</b>	This means all job roles where there are specific manual handling / patient handling requirements.		N
<b>Night working?</b>	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		N
<b>Noise exposure?</b>	This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise.		N
<b>Work at heights?</b>	A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving.		N

## Terms and Conditions Summary

Band	8a
Salary Scale	<p>£42,414-££49,969 per annum (pro rata, if applicable)</p> <p>Progression through the pay scale will be determined on an annual basis. It will be subject to the post holder demonstrating the required standards of performance, conduct and completion of statutory and role specific training.</p>
Hours of work	37.5 hours per week
Annual Leave Entitlement	<p>Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable):</p> <p>On Appointment = 27 days After five years = 29 days After ten years = 33 days</p>
Pension Scheme	<p>As an NHS employee you will be entitled to join the NHS Pension scheme and will be enrolled from your first day of service, if you meet the eligibility criteria. Employees who are not eligible to join the NHS Pension Scheme may instead be enrolled in the Trust's Alternative qualifying scheme, NEST.</p> <p>Your remuneration will be subject to the deduction of superannuation contributions in accordance with the relevant scheme.</p>
Contractual Notice	<p>Bands 1-4 = 1 months' notice Bands 5-6 = 2 months' notice Band 7-9 = 3 months' notice</p>
Probationary Period	<p>New staff appointed to East Kent Hospitals University NHS Foundation Trust in this post will be subject to a 6 month probationary period. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.</p>
Confidentiality	<p>The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.</p>
Data	<p>The post holder, for the purposes of the Data Protection Act 1998,</p>

<b>Protection</b>	consents to the processing of all or any personal data including sensitive personal data as defined under the Data Protection Act 1998 (in manual, electronic or any other form) relevant to their employment, by the Trust and/or any public body or any other third party as nominated by the Trust for the purposes of audit and bound by a duty of confidentiality.
<b>Risk Management</b>	The post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.
<b>Infection Control</b>	In accordance with the Health Act (2006) all staff are expected to comply with National and local Infection Control policies and procedures and any other related infection prevention policies or procedures. In addition all staff who's normal duties are directly or indirectly concerned with patient care should ensure they have received annual mandatory training (including hand hygiene).
<b>Health and Wellbeing</b>	The Trust is committed to improving the health and wellbeing of staff by supporting them to make healthy choices and lead healthy lives. Everyone employed by the Trust has a responsibility for promoting and participating in the staff health and well-being planned programmes, promotions and activities.
<b>Equal Opportunities</b>	The post holder will treat all colleagues, service users and members of the public with respect and dignity regardless of their gender, age, race, colour, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, real or suspected HIV/Aids status, criminal background and Trade Union status. The Trust has Policy for Equality and it is the responsibility of all staff to ensure that this is implemented.
<b>Health and Safety</b>	All staff must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.
<b>Safeguarding Children</b>	Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all concerns for the safety and welfare of children and young people are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Safeguarding Children procedures and the Trust's supplementary Safeguarding Children Policy which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend Safeguarding Children training and updates at the competency level appropriate to the work you do and in accordance with the Trust's Safeguarding Children Strategy.
<b>Safeguarding Adults</b>	Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is

	essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance
<b>Professional and NHS Codes of Conduct</b>	You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS staff'.
<b>Financial Management and Control of Resources</b>	All staff are responsible for the security and the property of the Trust, avoiding loss or damage, and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's 'Policy Relating to the Financial Management and Control of Resources'.
<b>Mandatory Training</b>	All staff are required to attend mandatory training as designated by the Trust.
<b>No Smoking</b>	East Kent Hospitals University NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.

For further information, the NHS Terms and Conditions of Service Handbook [can be found here](#).