

ACTING DOWN OF CONSULTANT STAFF POLICY COMMUNICATION & IMPLEMENTATION PLAN

INTRODUCTION

Fundamentals:

The Policy for Acting Down of consultant staff policy requires that the following fundamentals be present in order to embed the policy and procedures into the standard operating function of Salisbury NHS Foundation Trust

- An endorsement of the Policy
- Dissemination of the Policy to all staff levels
- The definition of roles and responsibilities within the Trust
- A framework for supporting appropriate standards, procedures and guidelines
- Monitoring mechanism to ensure compliance with Data Protection, Employment Law and appropriate standards, guidelines and performance measures
- Regular review of the Policy

Frequency of Review

The Policy for Acting Down of consultant staff has been reviewed in line with changes and amendments to Trust Procedures and NHS national standards. The frequency of review will be a maximum of 3 year intervals.

| Task | Activity | Responsible | Start | End | Status |
|------|---------------------------|--|--------------------------------------|-------------|-------------|
| 1 | Policy Comments | Joint Negotiating Group (JNG) | Jan 2015 | 28 Feb 2015 | Complete |
| 2 | Policy Comments | Joint Board of Directors (JBD) | | | |
| 3 | Policy Approval | Joint Negotiating Group (JNG) | 28 Jan 2015 | 28 Jan 2015 | Complete |
| 4 | Policy Ratification | Joint Board of Directors (JBD) | 21 Aug 2015 | | 21 Aug 2015 |
| 5 | Uploaded to Internet | Information Governance Department | | | Complete |
| 6 | Article for Cascade Brief | Human Resources Department | | | In progress |
| 7 | Intranet Update | Information Governance Department | | | Complete |
| 8 | Audit Compliance | Review of policy due in Sept 2018 | Ongoing | Ongoing | In progress |
| 9 | Legal Compliance | Policy will be reviewed and subsequently updated in line with any Employment Law changes prior to review date of Sept 2018 | At the time at which any law changes | Ongoing | In progress |