

ADDITIONAL DUTY PAYMENTS – SENIOR MEDICAL STAFF COMMUNICATION & IMPLEMENTATION PLAN

INTRODUCTION

Fundamentals:

The Policy for Additional Duty Payments – Senior Medical Staff 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 Additional Duty Payments – Senior Medical 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)	March 18	April 18	Complete
2.	Policy Comments	TMC			
3.	Policy Approval	Joint Negotiating Group (JNG)		April 18	Complete
4.	Policy Ratification	TMC			Complete
5.	Upload to Internet	Information Governance Department			Complete
6.	Article for Cascade Brief	OD and People			Complete
7.	Intranet Update	Information Governance Department			Complete
8.	Audit Compliance	Review of Policy due in January 2018	30.04.18	30.04.18	Complete
9.	Legal Compliance	Policy will be reviewed and subsequently updated in line with any Employment Law changes prior to the next review in January 2021	At the time at which any law changes.	Ongoing	In Progress