

NURSDOC

REFERENCE NUMBER OF DOCUMENT:	11.1.01.03
COMMITTEE IDENTIFICATION:	Galago Directors
SECRETARIAT:	MS
DOCUMENT TYPE:	External Policy
DOCUMENT LANGUAGE:	E
THIS POLICY IS FOR:	Staff including Agency Workers (temporary workers), Commissioners and Service Users

CODE OF CONDUCT

WARNING:

If the document contains proprietary information, it may only be released to third parties after management has approved its release.

Unless otherwise marked, documents are uncontrolled; uncontrolled documents are not subject to update notifications.

The latest revision of this document can be found in the reference panel above. It can also be determined and double checked by checking the 'Master Document List' before using or sending.

Any changes must be requested through the 'Document Control Manager' by submitting a 'Document Change Request' form.

CODE OF CONDUCT

THE PURPOSE OF THIS POLICY

- To inform all Temporary Workers of our clients expectations of their general conduct and approach to tasks.
- To emphasise the importance of a professional approach to all clients and service users.
- To highlight situations that Temporary Workers may have to deal with.

WHAT YOU MUST NOT DO

DISCRIMINATION

Temporary Workers should not discriminate between people on the grounds of Creed, colour, race, political preference, sexual preference, ethnic background, Disability of whatever nature, age, marital status or gender.

REPUTATION

Temporary Workers are ambassadors of the Employment Business

OWN DUTIES

Temporary workers must never attempt to perform any duties of care or otherwise that may fall outside their expertise/and or qualifications. Specifically, care staff must not attempt to perform the duties of nursing staff.

CONFIDENTIALITY

Temporary workers will at times become privy to information concerning a client or service user, this information must be treated with respect and remain confidential at all times. At no time may any Temporary worker discuss the confidential affairs of Nursdoc, a client or a service user without specific written permission to do so. The only exception to this requirement are cases where the law dictates otherwise or if silence may negatively affect a service user's well-being.

DIGNITY

Temporary Workers must not do or say anything that may put the dignity or health of their service users at risk.

WHAT YOU MUST DO

All Temporary workers should abide by the content of this policy.

PROFESSIONALISM

Temporary workers must at all times remain professional whilst on assignment, even if regular contact with service users or other workers may engender

PERSONAL RELATIONSHIPS

Temporary workers must take specific care to keep the professional nature of the relationships intact in the working environment.

KEEP UPDATED

Temporary workers must at all times keep up to date with policies and procedures and changes to legislation that may affect them.

RESPECT

Temporary workers must always respect the working practices and demands of service users unless unreasonable or if a working practice may breach health & safety.

KEEP TO PLAN

Temporary workers must always, whenever applicable, keep to the requirements of a care service plan and/or any other agreed role requirement.

BEST INTERESTS

Agency workers must always act with the best interests of the service user in mind.

NOTIFICATIONS


Temporary workers should always in the first instance notify the manager of the Institution that you are working of any concerns followed by a telephone call to the Employment Business.

OWN DECISIONS

Temporary Workers must always allow the service user to make the decisions regarding what is best for them. This includes decisions about treatment and personal affairs.

COMPLAINTS

Nursdoc has a detailed policy detailing how to report complaints. In the event of a complaint that may affect your duties or obligations please refer to our policy and notify Nursdoc immediately.

COMPLETED DATE:	21.05.2020
SIGN OFF DATE:	21.05.2026
REVIEW DATE:	21.05.2027
SIGNED:	 Marc Stiff – Group Managing Director