

Bloomfield Hospital PPG

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1. Purpose

The Code requires staff to adhere to the standards set out below. The standards in this Code also apply to social activities that take place outside work premises but under the auspices of Bloomfield Hospital.

2. Scope

The policy covers all employees and contractors of Bloomfield Hospital.

3. Promote a positive work environment

Staff must:

- Treat patients and members of the public with courtesy and respect and with due sensitivity to the needs of people with different backgrounds and cultures.
- Treat all other members of staff (irrespective of their level or role) in a way that promotes harmonious and productive working relationships and a collaborative teamwork approach.
- Not bully or harass other staff, patients or members of the public, or discriminate against them on the basis of their sex, race, ethnic or ethno-religious background, marital status, pregnancy, disability, age, homosexuality, transgender or carers' responsibilities.
- Not encourage or support other staff in harassing or bullying, or in acting in a way that is contrary to harmonious working relationships between staff members.
- Where appropriate, attempt to settle any complaints, disagreements or grievances involving other staff themselves in the first instance, or pursue such matters through their manager or a more senior member of staff in a way which is proportionate to the issue raised, utilising applicable Bloomfield policies, and recognising that in any process to resolve such matters other staff also have perspectives and rights.

4. Demonstrate honesty and integrity

Staff must:

- Avoid situations which may give rise to pecuniary or other conflicts of interest, and should any conflicts or possible perceptions of such conflicts arise declare them immediately to their manager.
- In general, not deal with the finances of patients, but where such dealings occur in the best interests of the patient, report the full details to their Line Manager or Head of Department without delay.
- Not accept gifts where they are, or could be reasonably interpreted as being, designed to secure influence or preferential treatment in favour of the giver; for example, tokens or inexpensive gifts offered as an expression of gratitude, such as chocolates from a patient can be accepted.

5. Act professionally and ethically

Staff must:

- Not to arrive for work smelling of alcohol or be under the influence of alcohol or drugs when commencing work and while at work.
- Be in a fit and proper condition to carry out their duties when commencing work.
- While at work, dress in a way that is appropriate for the work they do that complies with any dress code requirements.
- Carry out their duties diligently and efficiently.
- Not absent themselves from the workplace without proper notification when they are meant to be on duty.
- Seek approval from the Chief Executive or his/her delegate to undertake any secondary employment; if working as a part-time employee, seek such approval if there is potential for a conflict of interest with their employment with Bloomfield Hospital, or if the total work being undertaken raises issues regarding excessive working hours in breach of the Working Time Act.
- Comply with all lawful and reasonable directions given by their managers or other members of staff authorised to give them.
- Comply with all applicable Bloomfield Hospital policies and procedures.
- If professionally registered, report all changes in professional registration (such as the imposition of conditions on registration) to their manager; maintain and enhance their professional standards and skills; keep up to date with best practice; observe all laws, professional codes of conduct and ethics relating to their profession.
- Report criminal charges or convictions against them within 7 days of the charge being laid or a conviction recorded.
- Report immediately any episode or incident of clinical care which raises concerns about standards of clinical care or about possible clinical malpractice.
- Ensure that all patients using services provided by Bloomfield Hospital are safeguarded and their rights are respected at all times.
- Report to a more senior member of staff and/or to the appropriate external statutory body any misconduct by others of which they become aware, such as any form of abuse of patients.
- Attend the appropriate training offered by Bloomfield Hospital as required and in a timely manner, and ensure all mandatory training is in date.

6. Use resources lawfully, efficiently and only as authorised

Staff must:

- Use work resources efficiently.
- Use all equipment, goods, resources and materials provided for work related purposes only, and not for outside clinical or business practice.

7. Maintain the security of confidential and/or sensitive official information

Staff must:

- Keep confidential all personal information and records.
- Maintain the security of confidential and/or sensitive information, including that stored on communication devices; not disclose, use or take advantage of information obtained in the course of official duties, including when they cease to work in Bloomfield Hospital.

8.0 Maintain professional relationships with patients or clients

Staff must:

- Not take an unfair advantage of, or exploit any relationship with, patients or clients in any way, including not engaging in online friendships with patients or clients via social media.
- Not have any sexual relationship with a patient or client during a professional relationship.
- Have read and understood the above Code of Conduct, and agree to comply with its provisions at all times while working in Bloomfield Hospital.

9. Review

Bloomfield Hospital reserves the right to review this policy from time to time, taking into account the practical impact of the policy in the workplace, developments in relevant legislation and case law, and the business needs of Bloomfield Hospital. This policy will be reviewed and updated accordingly at least once every 3 years.

10. Revision History

REVIEW DATE: 22/07/2024	<ul style="list-style-type: none"> • Inclusion of “contractors” in scope for this policy. • Inclusion of “ensure all mandatory training is in date” (Section 5.0)
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