**Template: Governance Arrangements between GDOC and Cluster XXXX for Employees**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Background**

GDOC and Cluster XXXX have agreed to work together on the following project:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Safe, high quality care for patients will be the project’s priority. This template sets out the governance arrangements for joint working, ensuring that accountability and reporting arrangements are clear to all those involved.

This document should be read in conjunction with the [contract between CCG & cluster] and [contract between GDOC & Cluster].

The Project Leads for the project are:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Cluster]
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [GDOC]
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [CCG] (where applicable)

The site managers [practice managers if GP practices] for the premises at which the employee will work are:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Cluster]
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [GDOC]
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [CCG] (where applicable)

**Governance Arrangements**

Premises

GDOC will ensure that all its premises used for the purposes of the project are maintained to CQC standards and in compliance with relevant legislation and regulations, for example the Health and Safety at Work etc Act 1974.

The site managers will ensure that all cluster premises used for the purposes of the project are maintained to CQC standards and in compliance with relevant legislation and regulations, for example the Health and Safety at Work etc Act 1974.

Employment of staff

The employment & supervision arrangements for each member of staff employed for the project will be recorded using the form at Appendix A.

Where GDOC employs staff who undertake work for the project, GDOC will be responsible for:

* Undertaking pre-employment checks in compliance with NHS Employment check standards.
* Managing the member of staff’s employment including payroll, non-clinical appraisal and management of any grievance or disciplinary issues.

Each employee will be assigned a GDOC manager; this person will usually be the employee’s line manager. In some cases, the Cluster may prefer to take responsibility for the day-to-day line management of the employee, for example in assigning tasks. This will be noted in Appendix A.

If day-to-day line management is provided at Cluster level, the Cluster line manager will be responsible for providing feedback to the GDOC manager on the employee’s performance and, in particular, immediately notifying the GDOC manager in the event of any concerns about performance or behaviour that might pose a risk to patients.

Clinical Supervision

Clinical supervision will be provided in the Cluster, unless otherwise agreed and noted in Appendix A. The clinical supervisor is responsible for:

* Providing clinical support & advice to the employee
* Reviewing the quality of the employee’s clinical work
* Making the employee’s line manager and (if different) GDOC manager aware of any concerns about performance or behaviour in a timely manner.
* Ensuring that the employee has an annual clinical appraisal
* Providing information about the employee’s performance for non-clinical appraisal

**Induction**

As employer, GDoc is responsible for ensuring that employees:

* Have an appropriate occupational health assessment, including any necessary vaccinations
* Have undertaken any necessary mandatory training: mandatory training requirements will be agreed between the GDoc line manager and the employee’s clinical supervisor.
* Have an appropriate induction. Some elements of induction can only properly be carried out at the sites where the employee is working (for example location-specific fire safety training and infection control training). The site managers are responsible for ensuring that site-specific induction has been given.
* The clinical supervisor is responsible for identifying the employee’s training and development needs and for putting in place a training plan to ensure that they are met. If the clinical supervisor identifies any training and development needs that cannot be met within the employee’s working environment (for example Level 3 Child Safeguarding training), the clinical supervisor is responsible for making the line manager aware of these.

A checklist for induction is shown as Appendix B

**Appendix A: Template for Accountability & Reporting: Information for Employee**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Employee Name |  |
| Employer | GDOC Ltd |
| GDOC Manager [also the line manager unless otherwise stated] |  |
| Clinical supervisor |  |
| Site manager(s) (practice manager(s) if GP practices) |  |
| Adult Safeguarding Lead(s) [where the employee works at more than one practice, the lead at each practice should be given, as well as the GDoc Lead] | GDoc Ltd: Dr Richard Probert |
| Child Safeguarding Lead(s) [where the employee works at more than one practice, the lead at each practice should be given, as well as the GDoc Lead] | GDoc Ltd: Dr Richard Probert |
| 1st contact if general concern/grievance (including whistle-blowing) |  |
| 2nd contact if general concern/grievance (including whistle-blowing) |  |

**Appendix B: Induction Checklist**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Item** | **Person(s) responsible** | **Completed** |
| Welcome and orientation |  |  |
| IT training: use of clinical systems |  |  |
| Assessment of training & development needs and training plan | [Clinical supervisor) |  |
| Fire safety training [should usually be provided at the site where the employee is principally based] | Site/Practice manager(s) |  |
| Infection control training |  |  |
| Information governance training |  |  |
| Manual handling (if applicable) |  |  |
| Local health & safety considerations & policy | Site/Practice manager(s) |  |
| Control of substances hazardous to health  | Site/Practice manager(s) |  |
| When and how to report injuries, diseases and dangerous occurrences | Site/Practice manager(s) |  |
| BLS and AED use [check training up to date, arrange training if not] | GDoc manager |  |
| Child Safeguarding | GDoc manager but clinical supervisor will check Level appropriate  |  |
| Adult Safeguarding including Mental Capacity Act & DOLS | GDoc Manager |  |