
Document name: HR Policy (LOC companies with no staff)
Date created: 13 March 2017
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Primary Eyecare Cheshire Ltd: Human Resources Policy

Overview

Primary Eyecare Cheshire Ltd ("the Company") has been established to specifically act as the lead for a network of local optical practices ("subcontractors") across the Primary Eyecare Cheshire region, dedicated to delivering excellent eye care in the local community.

The Company's clinical governance and performance lead will be the coordinating commissioner's main point of contact within the Company.

The Company is not responsible for human resources (HR) management within its subcontractors; however, the Company will establish and apply appropriate mechanisms in order to identify and manage any significant concerns that may arise from the engagement and deployment of personnel in regards to commissioned services, and to take reasonable steps to ensure that subcontractor staff practices are meeting acceptable standards.

The Company strongly supports equal opportunities in the workplace recognising protected characteristics as defined by the Equality Act 2010 to be: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Company holds a separate Equal Opportunities Policy.

Where the Company uses the services of an individual and/or company on a self-employed basis, this will be governed by a service level agreement and the individual and/or Company will report to and be accountable to the board of directors. To the extent appropriate, the service level agreement will commit the subcontractor to observing the 2014/15 NHS Standard Contract General Conditions and the Principles of Good Employment Practice contained in the NHS Constitution.

HR requirements of subcontractor practices

The Company will maintain a register of practitioners for each service accredited to provide services within the network of individual subcontractors. This register will include details of practitioners' GOC numbers, accreditations and professional indemnity insurance information.

In order to deliver the service as a subcontractor of the Company, it is the Company's policy that practices meet a number of requirements, submitting evidence to the Company where required. A list of these requirements is at Appendix 1.

The Company's HR policy will be reviewed annually.

Appendix 1: HR requirements of optical practices subcontracting with the Company

- Hold a contract to provide NHS General Ophthalmic Service and meet the requirements for staffing procedures therein.
- Meet all the legal requirements of an employer.
- Make pre-employment identity checks for practitioners according to NHS Employment Check Standards including taking up two clinical references and confirming UK work eligibility.
- Ensure all insurances (employers' liability, clinical negligence, public liability and professional negligence) are in place for the practice.
- Ensure all clinicians hold professional indemnity insurance.
- Complete Quality in Optometry (QiO) Levels 1 and 2.
- Ensure all training requirements for clinicians are met as follows:
 - Register annually with the General Optical Council (GOC).
 - Meet the minimum requirement for the GOC's mandatory CET points.
 - Complete the specific requirements as per each individual service: to include relevant Wales Optometry Post Graduate Centre courses, peer-review sessions and mandatory training events.
 - Familiarity with the College of Optometrists' Code of Ethics and Guidance for Professional Conduct and the GOC Code of Conduct.
 - Attend other CPD events as possible.
- Ensure all new applicants to the National Ophthalmic Performers' list undergo a Disclosure and Barring Service (DBS) check.
- Ensure they and their staff have due regard to section 149 of the 2010 Equality Act and operate at all times in a non-discriminatory manner.
- Respect the human rights of colleagues, patients and the general public.
- Ensure staff where appropriate display valid identification.
- Be aware of and apply the Principles of Good Employment Practice (as referred to above).
- Promote an overall 'no-blame' culture whereby all staff are made to feel valued and feel able to approach senior colleagues without reproach.
- Hold their own internal policies for:
 - Grievance management
 - Disciplinary procedures
 - Anti-bullying measures
 - Staff absence
 - Information governance
 - Whistleblowing
 - Safeguarding vulnerable groups
 - Staff appraisals
 - Other as applicable