

Appendix 1 Policies Screened

Human Resources

Type of Policy	Description	Screening Outcome
Recruitment and Selection Procedures	Policy outlines the Agency's procedure for recruiting and selecting new staff.	Screened out
Appointment of medical and dental professionals acting on behalf of the Agency	Arrangements for the selection of Specialty Advisers, Programme Directors, Course Organisers and Tutors to act on behalf of the Agency	Screened in
Criteria for remuneration of staff	Outlines procedures for ensuring equity in the remuneration of Agency staff.	Screened out
Equal Opportunities Policy	Policy articulating the aim that all persons shall have equal opportunities for employment and advancement on the basis of their ability.	Screened out
Grievance Procedure	Provides a procedure for an employee who has a grievance to have it examined quickly and effectively.	Screened out
Disciplinary Procedure	Policy is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance.	Screened out
Staff Development and Training	Outlines criteria applicable to administrative staff within the Agency wishing to avail of further training or a course of study.	Screened out
Redundancy and Redeployment Procedures	The policy's intention is to provide a mechanism to ensure equity in the event of a redundancy situation.	Screened out
Procedures for Acting Up	Details procedure for a member of staff acting up in another post.	Screened out
Absence Policy	Details the procedures for notifying absence from work.	Screened out

Work-life Balance Policies	Policies relating to flexible working arrangements and leave arrangements	Screened in
Policy on Alcohol/Substance Abuse	Outlines procedures for managing the misuse of alcohol or other substances by members of staff	Screened out
Appraisal Guidelines	Sets out the process for managing the performance of staff and their career development	Screened out
Harassment & Bullying Policy	Outlines policy on unwanted behaviour in the workplace	Screened out
Data Protection Policy	Policy relating to the processing and disclosure of personal and sensitive information	Screened out
Policy on Fixed Term Contracts	Outlines policy for the use of contracts of a limited duration	Screened out

Corporate Governance

Type of Policy	Description	Screening outcome
Health and Safety Policy	Policy outlines procedures for ensuring the safety of staff whilst at work.	Screened out
Fire Safety Policy	Policy describing action to be taken in the event of a fire	Screened out
Policy on Fraud	Sets out the responsibilities of officers and actions to be followed when a case of fraud or corruption is suspected within the Agency.	Screened out
Whistle Blowing Policy	Guidelines by which staff can voice concerns without fear of recrimination	Screened out
Hospitality Guidelines	Guidelines for appropriate behaviour by the Council and its staff in the provision of hospitality.	Screened out
Minute of Appointment	Outlines the legal status of the former	Screened out

Code of Practice for Members and Agency Staff	Council and its operational framework. Outlines code of practice for discharging public functions reasonably and in accordance with the law.	Screened out
Reimbursement of Expenses	Specifies guidance for the reimbursement of all reasonable expenses that occur in the course of Agency business.	Screened out
Indemnity arrangements for postgraduate medical and dental education	Outlines arrangements in place for Agency staff and those acting on behalf of the Agency	Screened out
Code of Practice on Openness in the HPSS	Document outlining basic principles underlying public access to information about the HPSS.	Screened out
Codes of Accountability	HSS Circular outlining guidance in relation to the corporate governance of HPSS bodies.	Screened out
NIMDTA (Establishment and Constitution) Order (NI) 2004	Outlines the establishment and composition of the Agency	Screened out
Risk Management Strategy	Sets out the Agency's approach for managing risk within the organization	Screened out
Risk Management Policy	Identifies the processes for identifying and monitoring risks	Screened out
Incident Reporting Policy	Policy for the reporting and management of adverse incidents	Screened out
Handling of Complaints	Outlines procedure for handling complaints made to the Agency	Screened out
Business Continuity Plan	Outlines measures for business continuity planning in the event of serious disruption to the Agency	Screened out
Security Policy	Procedures for the management of the Agency's premises, equipment and records	Screened out
Records Management Strategy	Outlines the Agency's approach and policy in relation to the management, retention and disposal of records	Screened out
Communications Strategy	Policy for communicating with staff, clients, stakeholders and the public	Screened out

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Finance

Type of Policy	Description	Screening Outcome
Standing Financial Instructions	Regulations which govern the conduct of the Agency, its members, staff and agents in relation to all financial matters	Screened out
Finance Procedures Manual	Outlines a series of internal financial procedures (e.g. ordering of goods).	Screened out
Policy on the Procurement of Goods and Services	Sets out the basis on which the Council procures good and services from external contractors	Screened out
Corporate Credit Card Procedures	Policy relating to the authorisation and use of Agency credit cards	Screened out
Standing Orders	The procedures for governing the business and meetings of the Agency	Screened out

Information Technology

Type of Policy	Description	Screening Outcome
Network Contingency Plan	Outlines the management procedures required to control the recovery of an IT network service following an incident involving the loss of services at network sites.	Screened out
Policy on the Use of Information Technology	Details procedures and standards for the use of information technology by Agency staff.	Screened out
Recording and monitoring of information relating to trainees, training posts.	Specifies standards of recording and monitoring of personal information in accordance with the Data Protection Act	Screened out

Hospital and Public Health Medicine

Type of Policy	Description	Screening Outcome
Review of Arrangements for Funding Hospital Medical and Dental Training Grade Posts	HSS Circular outlining review of policy on the funding of these posts, and the introduction of 100% salary costs for Pre-registration House Officers.	Screened out
Guidance on the Establishment of Medical and Dental Training Posts	HSS Circular Sets out the arrangements for ensuring that training opportunities are of an acceptable standard	Screened out
Pre-Registration House Officers (PRHOs) Matching Scheme Policy	Process for allocating PRHOs to hospitals.	Screened out
SHO Charter	Applies good practice guidelines to both full-time and part-time training posts for Senior House Officers.	Screened out
Appointments to Specialist Registrar Training Programmes	Process is set out in 'Guide to Specialist Registrar Training' (see below) to ensure that selection is made on merit and is carried out in 'a fair, systematic and objective way'.	Screened out
Specialist Registrar Placements	Process by which Specialist Registrars are allocated to training posts throughout Northern Ireland	Screened in
Guide to Specialist Registrar Training	The Guide explains what trainees can expect at various stages of their Specialist Registrar Training programmes from entering the grade, through the assessment process to the conclusion of training and the leaving the grade.	Screened out
Immigration Arrangements for the Employment of Overseas Doctors and Dentists	Rules prepared by the NHS Executive (GB) that provide information and guidance on the immigration and employment of overseas medical and dental students, doctors and dentists in the United Kingdom.	Screened out
A Guide to Flexible Training	Guidance relating to eligibility and process of application for flexible training arrangements	Screened in

North/South Rotation Agreement	Outlines basis for a scheme of co-operation to provide two site training for doctors in Northern Ireland and the Republic of Ireland.	Screened out
Supernumerary Specialist Registrar Scheme	Outlines procedures for enabling specialist registrars to undertake a period of training/research outside NI	Screened in
Study Leave Guidelines for Doctors and Dentists in Training	Policy outlining procedures for professional and study leave granted to doctors and dentists in the training grades	Screened out
Operational framework for Foundation Training	Sets out the parameters within which medical graduates will be selected and trained within a two year Foundation Training Programme	Screened out

General Practice

Type of Policy	Description	Screening Outcome
Guidance on Administration of GP Retainer Scheme	Outlines the arrangements for enabling doctors who are not in a position to work full-time to keep in touch with general practice and retain their skills.	Screened out
Criteria for Retainer Scheme Practices	Outlines the minimum criteria for determining how GP Retainer Scheme practices are chosen.	Screened in
Vocational Training Scheme for General Practice	Outlines the scheme in terms of the selection of trainees and the procedure for being appointed to the training practice.	Screened out
The Selection and Re-Selection of Hospital Posts for General Practice Training	Policy relating to the selection of hospital training posts for general practice trainees.	Screened out
Selection and Re-Selection of General Practice Trainers	Outlines criteria to be used for the appointment of general practice trainers.	Screened in
Procedures for the summative assessment of GP Registrars	The method of assessment used to assess the training performance of GP Registrars	Screened out

Guidelines for the Accreditation of courses	Outlines good practice elements for the organisation, delivery and content of training courses	Screened out
General Practice Appraisal	Outlines procedures for the recruitment and management of GP Appraisal in NI	Screened out

Dentistry

Type of Policy	Description	Screening Outcome
Criteria re eligibility for attendance at continuing dental education courses	Procedure for allocating places to dentists attending courses organised by the Agency	Screened in
Recruitment procedures for trainees in Vocational Training and General Professional Training	Procedures for the recruitment, selection and placement of dental trainees	Screened in
Selection of Trainers and Training practices	Procedures for the recruitment and selection of trainers and training practices	Screened in

