

## **Draft Policy on staff working outside of CIDP services**

In keeping with CIDP policy, it is the policy of the Residential Care Services to ensure compliance with Section 33 of the Organisation of Working Time Act 1997, in respect of double employment and the number of hours worked during a given period. It is also the policy that any such employment does not conflict with the interests of the CIDP Residential Care Services in relation to:

- Working hours exceeding 48 hours per week. If a staff member is working outside of CIDP then proof of hours worked external to the CIDP service will be required on a monthly basis.
- Such external activity impairing the standard of performance within the CIDP service.
- Such external activity not being consistent with the principles and ethos of the CIDP.
- Such external activity being the cause of a conflict of interest leading to:
  - The ability to influence decisions affecting both working areas.
  - Engaging in external work during contracted hours.
  - The unauthorised use of the CIDP's equipment or materials.
- Informing the Director of Care in the residence of a staff member's intention to work outside the CIDP.

Directors of Residences must inform the Chief Executive Officer of the CIDP of their or any staff members intention to work outside the CIDP service, or if they or their staff are already working outside of CIDP.

The following additions will be made to the Employee Handbook

### **Conflicts of Interest /Private Practice /Outside Occupation**

#### **Conflicts of Interest**

A conflict of interest is a situation in which an employee in any position of trust has competing professional and /or personal interests. Such competing interests could undermine confidence in the capacity of that person to act properly, thereby undermining public confidence in service delivery. An employee will not place himself or herself in a position in which his / her interests conflict with those of the CIDP. You must notify your Director of Care / Chief Executive Officer immediately in writing of any CIDP contracts or proposed contracts in which you have a financial, family, or personal interest (whether direct or indirect) and whether or not the contract / proposed contract is one to which you are personally a party.

## **Private Practice**

Unless specifically provided for in their contract of employment, employees are not permitted to engage in private practice on CIDP premises. Nor should employees privately contract to provide services to persons with whom they have a professional relationship, therapeutic or otherwise, through their employment with the CIDP.

## **Outside Occupation**

Employment with the CIDP entails the following obligations:

1. Under no circumstances should a staff member engage in matters unconnected with his/her duties during working hours, unless so provided in their contract of employment or agreed with the Director of Care.
2. Involvement in an outside occupation during off-duty time should not be engaged in to the extent of impairing a staff members performance or energy on duty or be inconsistent with his/her employment in the CIDP services.
3. Involvement in outside occupation during off-duty time should not be engaged in if such employment could be deemed to be in conflict with his/her employment.
4. Under the Organisation of Working Time Act 1997, employees are advised that working outside the confines of their job is not permissible if the combined working time exceeds 48 hours as set out in the Act.

**This draft policy is for consultation purposes and will become CIDP policy from 1<sup>st</sup> of January 2011 following feedback from staff and their views.**