

# POLICY INTERIM ARRANGEMENTS - Coronavirus (COVID-19)



Blood and Transplant

## Policy amendments agreed in Partnership

During the Covid-19 crisis we have prioritised our work and adapted our approach to enable us to prioritise business critical work and help support our front-line services. We have therefore agreed in partnership with our National trade union Officers from Unison, Unite, RCN, GMB & BMA to amend policies as necessary to enable alternative working procedures to help us all during the COVID-19 crisis. The amendments will then be taken down once Business as Usual is able to be resumed. Details are as below:

Policy	Relevant section & amendment agreed	Effective date	Agreement date	Review date/Take down date
Recruitment and Induction (including Probation) and NHSBT Ex-Offenders and Referrals to the Independent	<b>Recruitment</b>  We have made some changes to the recruitment process at this time. The changes made are to help support managers in reducing the time taken on selection and minimise the risk of spreading the virus through social distancing by using on-line methods rather than face to face selection.	April 2020		

<p>Safeguarding Authority (ISA) Policy</p>	<p>It is important that recruitment continues as we need to ensure that we do not exacerbate our workforce shortages as existing colleagues leave, self-isolate, are absent due to carer responsibilities or absent due to sickness.</p> <p>The recruitment process will remain the same apart from the following:</p> <ul style="list-style-type: none"> <li>• Face to face interviews should be replaced with on-line interviews (hosted on Zoom or Skype)</li> <li>• Laboratory tours or session visits to be replaced by video virtual tour</li> <li>• Document checking will be completed by your recruitment contact and originals will need to be verified by the recruiting manager on the new starters first day.</li> </ul> <p><b>Probation</b></p> <p><b>New starters during this period</b></p> <p>All new starters will be provided with a Personal Development Plan (PDP) as normal. Managers may need to focus on the duties that are more critical to their operation at this time, therefore some usual training/learning may be deferred until later in the probation period.</p> <p>Where any key training/development normally required during the new starter’s probation period, that cannot be completed by the organisation in a timely manner, it may be appropriate to extend the probation period.</p> <p><b>Colleagues already well into their probation period</b></p> <p>For those that have been meeting with their manager on a regular basis, and working on their PDP, the above should also apply where they are unable to complete certain aspects of their induction.</p> <p>For those where we may have concerns already highlighted, these will be reviewed by the manager and HR on a case by case basis and may for example consider the following:</p>			
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	<ul style="list-style-type: none"><li>• Temporarily changing duties to ensure that they pose no risk to the colleague/patient/donor/other colleagues</li><li>• Delay progressing to a Final Review Meeting while ensuring that measures are in place to support the colleague</li><li>• Put in bespoke arrangements for the colleague that are mutually agreed</li><li>• Where there are significant concerns, it may be appropriate to continue to move to a Final Review Meeting.</li></ul>			
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