

Equality and Human Rights

Annual
Report

April 2014
to
April 2015



Providing
the Best
Possible
Care

Equality and Human Rights

Annual Report

April 2014 to April 2015



Our Vision and Values

Our vision is: To provide the best possible care for our patients

Our Values are:

- We put patient safety above all else
- We aspire to excellence
- We reflect, we learn, we improve
- We respect & support each other



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Executive Summary

The Equality and Human Rights Annual Report for 2014/2015 reviews the progress Northampton General Hospital has made to promote equality and celebrate diversity in the year 2014 to 2015.

The time period covered by this annual report was dominated by the most sustained period of urgent care we have ever experienced. Factors contributing to this include increased numbers of people attending our A&E department coupled with the highest levels of admission of high-acuity patients that we have ever had.

We implemented a year-long expansion project for the emergency department with the aim of increasing capacity in key areas, alleviating pressure on bed space and improving our patients' experience, for example, the new children's department is now placed centrally in A&E, adjacent to the nurses' station and control room, but behind closed doors that ensure children do not have to see or hear treatment of adults in the unit.

In addition, we have provided areas of good practice such as examples of providing reasonable adjustments for individuals with Learning Disabilities and those patients with Dementia.

From an Employment perspective we demonstrate our commitment to equality through our two ticks and our commitment to staff through our staff engagement strategy. During 2014/15, we upgraded our Equality Delivery System (EDS) to incorporate nationally revised EDS2 principles. EDS2 is about making positive differences to healthy living and working lives so that everyone counts. We carried out a full assessment of the 18 outcomes grouped into four goals. The outcomes focus on the issues of most concern to patients, carers, communities, NHS staff and Boards.

The EDS2 assessment led to a review of the objectives of our four year plan, an outcome focussed approach to setting challenging but measurable targets to improve service outcomes and the way we employ our staff.

Underpinning all of the changes outlined in this report is our aim of providing the possible care and in recognition of this the Trust received an Equality Act Compliance Award from Northamptonshire Rights & Equality Council.




Dr Sonia Swart
Chief Executive




Paul Farenden
Chairman

Introduction

Northampton General Hospital believes that Equality and Diversity (E&D) is central to what we do. Equality is about creating a fairer society where everyone has the opportunity to fulfill their potential.

The Trust aims to deliver high quality services that are accessible, responsive and appropriate to meet the diverse needs of the different groups and individuals we serve and the staff we employ.

To achieve this aim, we want to ensure that service users and employees are not subject to any form of discrimination or unlawful treatment. Everyone can expect to be treated with equal respect and dignity regardless of their background or circumstances.

It is important to us that we do not discriminate unlawfully in the way we provide our services and the way we recruit, train and support our workforce. The Trust does not tolerate any forms of unlawful or unfair discrimination. In addition it recognises that all people have rights and entitlements.

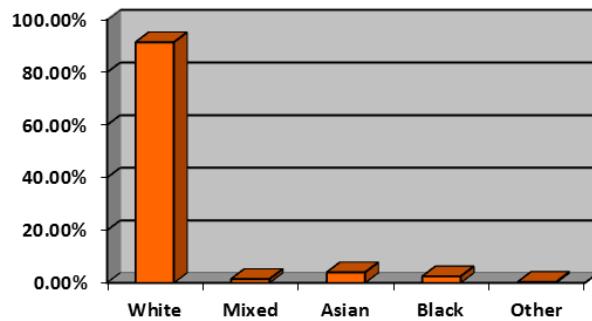
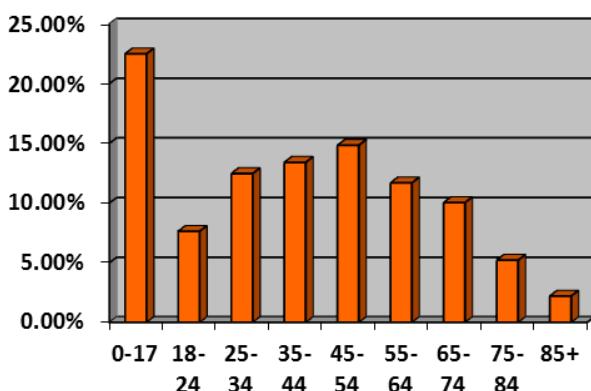


Oncology Staff and the newly serviced Gulmay machine.

Our Population

Northamptonshire has a population of 718,300 people in mid-2015 (ONS population projections, published 29 May 2014). More than 30% of the population are in the least deprived quintile, and around 12% are in the most deprived quintile. While the population of Northamptonshire is expected to rise by around 5% to approximately 749,000 by 2020, the increase in working age population is estimated at only 2%, whereas the total population aged 65 and over is projected at 17%. The 70-74 age group will rise by 40% (the post-war baby boomer generation), and the number aged 90 and over is expected to rise by 30%.

Northampton General Hospital NHS Trust has ensured that its strategic direction is aligned with that of the wider NHS community. An aging population is likely to impact significantly on health services, with the number of people living in Northamptonshire with long term conditions increasing.



Local Population by ethnicity

Our Services

Northampton General Hospital NHS Trust is a 765 bed acute hospital (excluding day case beds), which includes 71 beds for treating children and another 60 in our maternity department, which has been operating on this site since 1793. The Trust is located in the heart of Northamptonshire and provides general acute services for a population of 380,000 and specialist stroke, vascular and renal services to the whole of Northamptonshire, a population of 684,000. In addition, the Trust provides hyper acute Renal, Stroke and Vascular Services to the whole of Northamptonshire and hyper acute Cancer Services to the whole of Northamptonshire and parts of Buckinghamshire, a catchment area of 880,000. We also provide outpatient and day surgery services at Danetre Hospital in Daventry and we also have new facilities for providing inpatient renal services, interventional cardiology services and interventional radiology.



Our Services

interesting articles

Specialist Nurse, Discharge Liaison

Over the last year the Trust has introduced a new role, Specialist Nurse; Discharge Liaison. The Specialist Nurse can assess patients over 75 years of age soon after their admission and liaise with the family to plan a safe early discharge to help reduce their length of stay in hospital.

Not everyone who is elderly becomes frail, but those who are living with several medical conditions and may be struggling to cope do need more support. This group are more likely to stay in hospital longer and possibly lose their confidence in their abilities to care for themselves. The Discharge Liaison Specialist Nurse works together with the other members of the healthcare team to help the patient maintain their independence in order that patients are discharged safely and interventions are put in place to try to avoid unnecessary readmissions.

Specialist Nurse, Helen Hale, said ‘ We take a holistic view and we find out what is affecting people’s lives. We ask what is worrying them, how are they coping at home, are they managing their other medical conditions, are they eating properly and so on. Very often the clinical reason for admission does not match the patient’s concerns. In addition they might not have had the opportunity to share something important, like a recent bereavement for example. It’s very interesting working out what happened both clinically and socially that resulted in a hospital admission. It’s

by spending time with them that you find out things, often the little things, that do matter to people. Then we can help them’.

The two Specialist Discharge Liaison Nurses currently assess about 200 patients a month and they are having a real, positive impact on the frail and elderly coming into NGH.



Care of Patients with Dementia



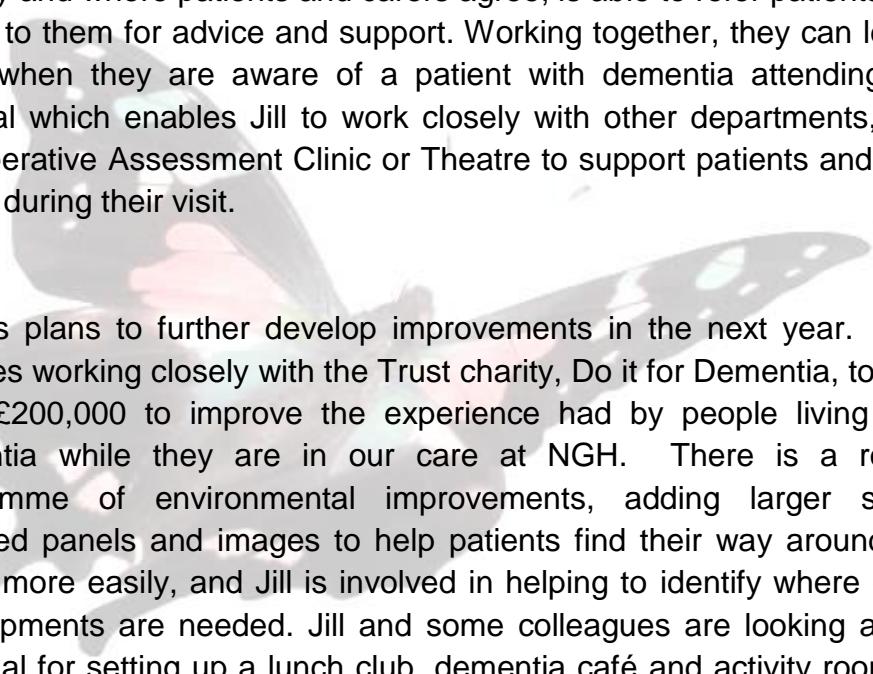
Further progress has been made this year to improve the care and support at NGH for patients with dementia and their carers with the establishment of a new role at the Trust: Dementia Liaison Nurse.

Jill Garratt, a former ward sister with over 25 years' experience at the Trust was appointed to the post in November. Jill had often come into contact with patients with dementia in her previous roles but she is now able to devote her time fully to improving the care we provide to this group of patients and their carers.

Jill said: "I now work alongside the carers and really value the very difficult job they do. I love getting involved with all aspects of improving dementia care."

Before the role was fully developed, Jill was initially charged with obtaining some feedback from carers about how well NGH was supporting them, and she very soon began to get an insight into what it was like to look after someone with dementia. "Some of the patients were newly diagnosed and were dealing with a big shock, others had been living with their parent or partner with the symptoms for many years, often coping very well. I felt really humble and privileged to share their experiences.

"A lot of my role consists of listening to people's concerns about their loved one, and giving advice and support. I can often help by explaining what practical help is available, financial or otherwise. People appreciate that you have time to listen, and I'm lucky that I am able to do that."



Jill liaises closely with Northamptonshire Carer's and the Alzheimer's Society and where patients and carers agree, is able to refer patients and carers to them for advice and support. Working together, they can let Jill know when they are aware of a patient with dementia attending the hospital which enables Jill to work closely with other departments, e.g. Pre-operative Assessment Clinic or Theatre to support patients and their carers during their visit.

Jill has plans to further develop improvements in the next year. This includes working closely with the Trust charity, Do it for Dementia, to help raise £200,000 to improve the experience had by people living with dementia while they are in our care at NGH. There is a rolling programme of environmental improvements, adding larger signs, coloured panels and images to help patients find their way around the wards more easily, and Jill is involved in helping to identify where other developments are needed. Jill and some colleagues are looking at the potential for setting up a lunch club, dementia café and activity room for patients with dementia and purchasing a computer with digital reminiscence therapy software that encourages conversation and helps to build life stories. The training and involvement of volunteers, 'Dementia Buddies', in helping to take these projects forward is an exciting development. To supplement current training at the Trust, Jill plans to introduce more role play and simulation.

The Willow Garden Renewal

The regeneration of our Willow garden, completed in late spring, has attracted some positive feedback from patients and visitors. Many of our longer term patients really miss their gardens when they are staying with us and there is good evidence that access to outdoor spaces, particularly in the healthcare setting, help to enhance the healing environment, improving mental health and stress reduction.

Our energy and sustainability manager, Dr Clare Topping, who managed the renewal project, said 'The garden used to be looked after by volunteers, but since their retirement had become rather neglected. With the help of a local landscape designer, Mike Greaves, the NGH charity who provided the plants, and our estates department, the area has been transformed.

Mike, who did not charge for designing the garden, has created something with scent, year round interest, movement and colour that will enhance nature and will also be low maintenance.

Clare said, 'By definition, a healing garden needs to be relaxing and distracting with lots of vegetation and flowers without any abstract art or sculptures. So, with this in mind, Mike created a space that has a number of pathways through it. Scent is provided by flowers such as lavender, thyme, salvia and jasmine. Grasses have been used that will ripple in the breeze and provide a softer texture to contrast with some of the other plants like thistles and sea hollies. Movement will also be gained from some of the taller plants such as the purple cow parsley, sweet rocket, verbena and geraniums.



Many more plants were chosen for their bright colour and flowers and also for being good at attracting butterflies, ladybirds, bees and hoverflies.

In the winter, there will be colour from the bark of the specimen willow tree, the witch hazel flowers and some of the evergreens such as the heuchera, and in winter we may get some goldfinches coming to feed on the seeds.

It may take a season to get established, but next year the garden will be fantastic'.



Children's Accident and Emergency Department

The new children's department is placed centrally in A&E, adjacent to the nurses' station and control room, but behind closed doors that ensure children do not have to see or hear treatment of adults in the unit. There are three separate rooms for consultations and treatment, plus a dedicated waiting area with toys and other distractions available.

Also part of the new set-up is the introduction of paediatric nurses to the area to ensure there is 24-hour access to a Registered Sick Children's Nurse.

The department was planned and completed in just three months following publication in March of the CQC inspection report which recommended its introduction.



Streamlining Services for Children at NGH



NGH has opened a new unit to help assess whether children need to be admitted to an overnight bed or whether they can be treated and go home.

The Paediatric Assessment Unit (PAU) which opened in October, reviews up to 40 children each day who arrive either from A/E or who are referred by GPs or other health professionals. The new system ensures that children are assessed, treated and sent home, or are admitted to hospital care, quickly and effectively.

Prior to this development, children were admitted to a PAU located on the children's ward but this meant that families sometimes had to wait longer than necessary to have their child assessed because doctors and nurses were often busy with acutely unwell children on the ward.

Now we can provide a much better, more personalised service. Registered Children's nurses, specialist doctors and consultant paediatricians are available, the children are assessed and families get the reassurance, or additional care required, very quickly.

Children who are really poorly will continue to go straight to A/E from home or their GP or to our paediatric high dependency unit. In PAU we see children up to the age of 16, predominantly when they require assessment for an acute medical condition such as an unexplained high temperature or minor breathing problems. If the child needs to stay for observation and treatment for up to 6 hours, they will be managed on PAU but for longer periods they will be admitted to the ward.

The unit consists of a 5 bed observation bay, a two bed close observation bay, triage room, treatment area, waiting area, reception and Doctors' room. Play facilities are available and staff have access to a team of Play Specialists who can provide distraction and play therapy for the children.

Supporting Cancer Patients to Live Well

NGH and Macmillan Cancer Support jointly hosted a free 'Living with and Beyond Cancer' event in June to provide people affected by cancer with information, advice and support about living well during and after treatment.

The uplifting event, held at Northampton's Hilton Hotel, was a real success with around 90 people attending, including patients, carers, volunteers, healthcare professionals and charity representatives. There was a real buzz throughout the day, with a combination of informative discussions, demonstrations and activities and a chance to meet up with people who had been through similar experiences.

Workshops were specially tailored for people affected by cancer on topics such as financial advice, eating well and managing fatigue. There were also sessions on mindfulness and Indian head massage to encourage relaxation and focus on mental wellbeing. The local Boots Macmillan Beauty Advisor held a session on make-up techniques showing how to manage the visible side effects of cancer treatment.

The event encouraged patients and carers to try something new, and many took part in workshops that involved dancing, singing and even laughter therapy. A local Walking for Health group led some walks near the hotel grounds to show how easy it can be to get active following cancer treatment.

Liz Summers, Lead Cancer Nurse at NGH, said 'It was wonderful to be part of such a fantastic day for cancer patients and their families. We are very grateful to all the healthcare professionals, charities, support organisations and volunteers who came together to make this event so successful'.



Patients with a Learning Disability

NGH and Nene Clinical Commissioning Group continue to jointly fund the Learning Disability Liaison Nurse post at NGH providing access to expertise and support regarding patients admitted to NGH with a Learning Disability (LD).

In the autumn, the Trust recruited a young man with a learning disability into the role of Learning Disability Project Worker. He works one day a week and, working alongside the LD Liaison Nurse, helps to support and enhance the care of patients with a Learning Disability. He listens to any worries or concerns the patient with LD may have, reassuring them and escalating issues raised to healthcare staff where appropriate.

Debbie Wigley, LD Liaison Nurse said 'Tom is able to relate to individuals with a Learning Disability and due to his own experiences he is able to understand how having a LD can effect an individual's experience of coming into hospital and being in a strange environment and work with healthcare staff to enable them to support individuals appropriately'. He helps to educate staff on how to support and communicate with individuals and also supports the programme of LD awareness training. For more on Tom please see page 28.



Further easy read information has been developed to support individuals through specific investigations and treatments. Easy read letters have been developed and these will be piloted in 2015/16. An accessible patient feedback tool has been developed to enable patients with LD to give us feedback about their hospital experience.

The LD Liaison Nurse has continued to work with staff and departments to ensure 'reasonable adjustments' are made to ensure ease of access and equality of care for individuals with a LD eg facilitating the care of a patient with a severe LD challenging behaviour to enable the patient to have one anaesthetic for a CT scan, dental inspection, tooth extraction and a further surgical procedure resulting in the patient only having one visit to the hospital.

Interpreting and Translating Services

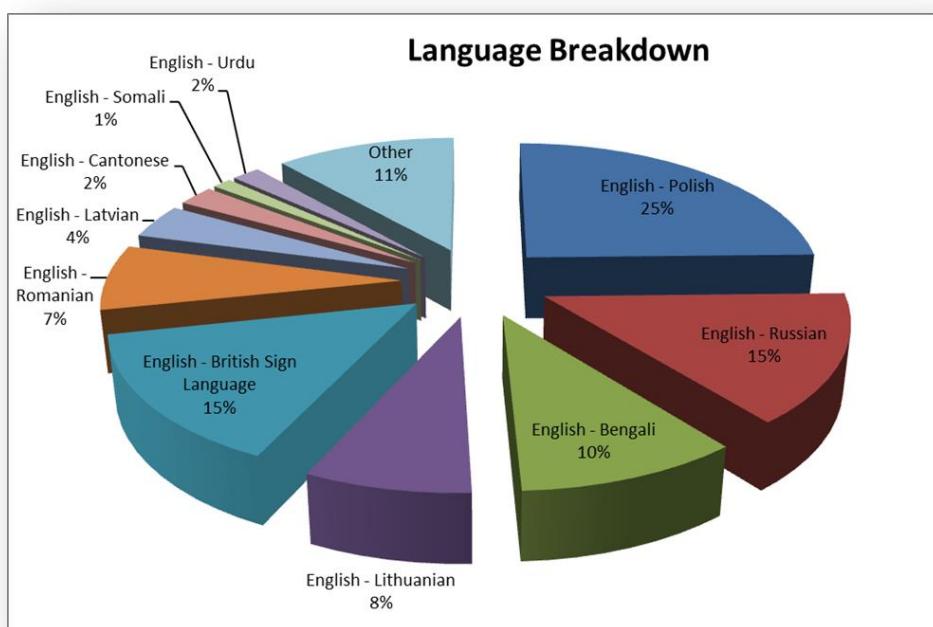
The Trust recognises that patients who have a first language which is not spoken English, have the right to professional language support. Inadequate communication with people whose first language is not spoken English limits their ability to access services. It can also have a major impact on the quality of care and treatment they receive when they do access care when communications between clinicians and patients is inadequate.

NGH are contracted to the company 'thebigword' for our interpreting and translating requirements. They provide a telephone interpreting service which is available 24 hours/ day and gives access to 150 different languages. They also provide a face to face interpreting service (including sign language) which has to be booked in advance and written translation services including Braille.



Throughout 2014/15, Telephone Interpreters were accessed in 29 different languages and Face to Face Interpreters were requested in 38 different languages and utilised on over 1500 occasions which is a slight decrease as compared to the previous year. The demand for Polish / English interpreting remains substantially higher than the demand for all other languages, accounting for 25% of all Face to Face requests.

The following chart demonstrates the % of the total of different languages requested with the most requested being Polish, Russian, British Sign Language and Bengali.



The highest users of the language support services were the Obstetrics & Gynaecology, Medicine and A/E and Child Health Directorates.

Documents can be produced in Braille, audio cassette, CD and large print on request to either PALs or the Equality Lead.

Estates Projects

As in previous years, provision has been made within the annual capital plan to improve the environment and access for staff, patients and visitors with a disability. Below is a summary of the works carried out in 2014/15 some of which are access works in response to access surveys and assessments whilst others have been incorporated as part of phased building upgrading work.

Disability works carried out specifically for DDA:

- Accessible WC in Billing House for Occupational Health
- Replacement of WC and reconfiguration in Inpatient Gym
- Improvements to Zebra crossing for Visually impaired

Works carried out as part of a larger Project:

- Discharge Suite – Dementia friendly waiting area, Accessible wc. Compliant reception desk
- Maternity Day Unit – Semi Auto Doors and improvements to Semi Ambulant WC



Support for Gosset Families and Babies

Our staff on Gosset ward understand that having a baby on a neonatal unit can be a very stressful and challenging time for families. Although pre-term babies and their parents receive good care and support while they are on the ward, many parents struggle after leaving hospital, feeling that they have missed out not just on a normal delivery, but often all the support that goes with it.

A new initiative set up by the Gosset neonatal ward ensures that both while babies are in hospital and following discharge home, some extra help can be provided by the Family and Baby (FaB) service. Formed by forging a link between the county council's children's centres and the NGH neonatal service, FaB provides a vital link between hospital and home.

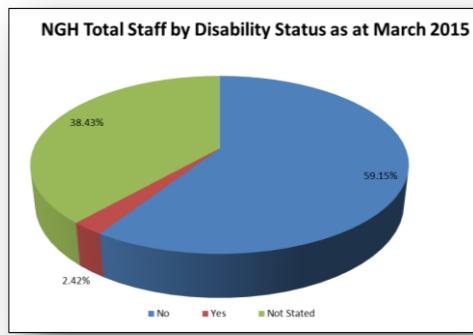
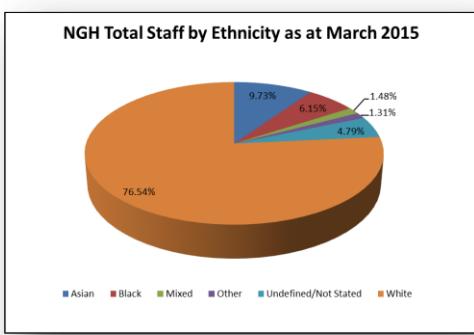
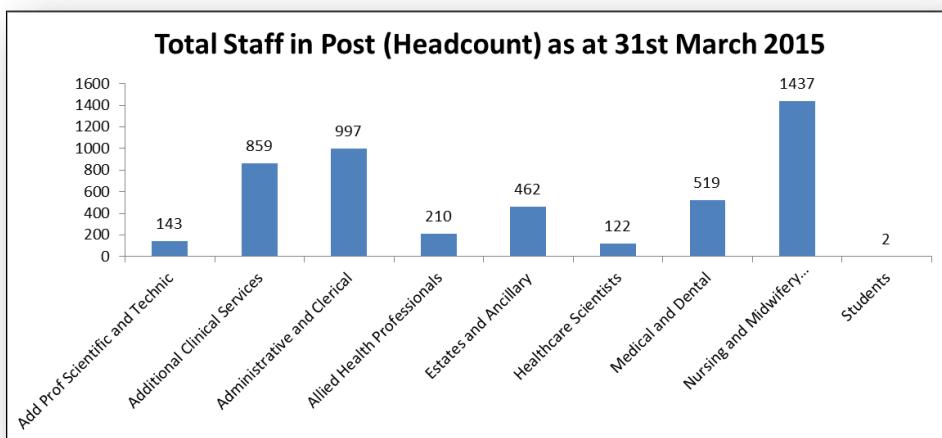
Support can be offered in a variety of ways to fit in with the family's individual needs. The service is tailored to meet the unique needs of each family admitted to the neonatal unit. Support can include:

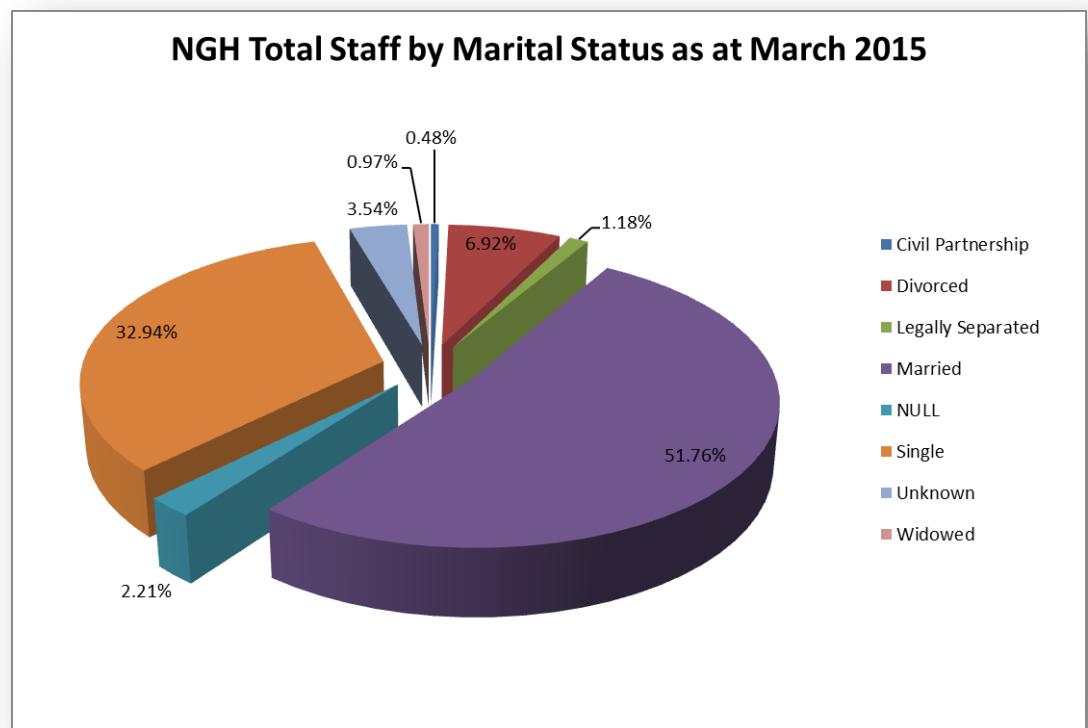
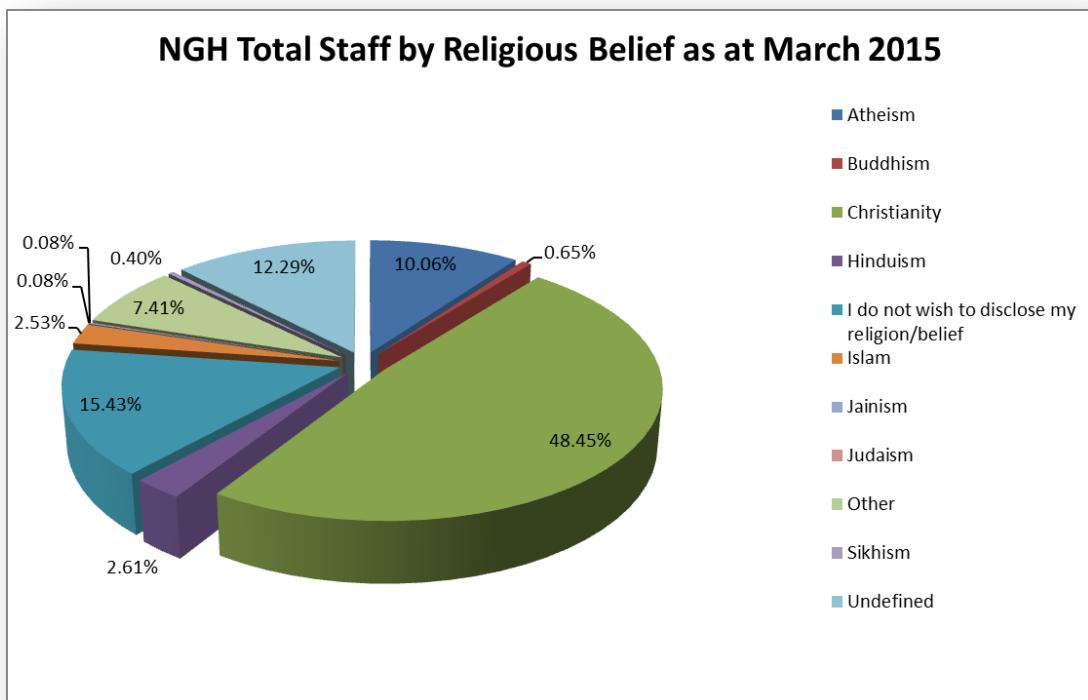
- Emotional support
- Preparing to bring your baby home
- Signposting to other relevant agencies
- Offering advice and assistance in budgeting and seeking financial help
- Helping parents to network and make friends
- Ongoing support once home



Our People

The Trust employs 4118.41 whole time equivalent (wte) members of staff, a headcount of 4751 people, (as at 31 March 2015).





Our People

interesting articles

Equality Award

In January 2015 the Trust was audited by the Northamptonshire Rights and Equality Council, along with 18 other public sector bodies in Northamptonshire, in relation compliance with the specific duties place on public authorities under the Equality Act 2010.

It was the view of the Northamptonshire Rights and Equality Council that only the Trust and one other organisation demonstrated compliance and to celebrate this achievement we were given an award. The Trust was very pleased to receive this award and along with all who helped to achieve it.



NHS Equality, Diversity and Human Rights Week 12-16 May 2014

The third NHS-wide Equality, Diversity and Human Rights Week, was organised by NHS Employers and shone a light on the ongoing work across the NHS to ensure that it continues to meet the diverse needs of its local populations and is a place where staff from all backgrounds will want to work.

During the week we asked our staff to think about what they were doing to promote equality and diversity?

The Trust takes equality, diversity and human rights seriously and has an Equality & Diversity Staff Group that meets on a quarterly basis, along with a number of service user groups that represent the different equality groups from our local communities. We have information available on our website and the staff intranet. Staff could also get involved with Equality, Diversity and Human Rights Week by joining the conversation on twitter.

Equality Analysis

When the Equality Act in 2010 came into force the Trust developed systems to ensure that its services, plans, policies and procedures were assessed through an Equality Impact Assessment (EQIA) to ensure that they were free from discrimination and promoted equality of opportunity.

During 2014 the Trust commenced a review of these systems to ensure that they were fit for purpose and also to recognise that there was no longer a legal duty to complete an EQIA, but instead to provide evidence of 'due regard'. The review has been completed and the Trust has adopted an Equality Analysis approach to ensure that we continue to meet our public sector duties and give 'due regard' so that everyone who works at the Trust or uses its services are treated fairly, equally and free from discrimination.

The review also included the training of 14 additional Equality Analysts and some of them are picture below at their training session. This means that the Trust now has over 35 members of staff who are trained to carry out an Equality Analysis.



Employment of Tom Oakes – Learning Disability Project Worker

Employment rates for people with a Learning Disability are among the lowest and lower than for all people with disabilities. There are approximately 142,000 working-age adults with learning disabilities known to Councils with Adult & Social Services responsibilities. Of this group only 6.7% are in paid employment in England. Mencap estimates that approximately 65% of people with learning disabilities want to be in employment.(NHS England June 2015).

At NGH we have done a lot of work to help improve the care of our patients who have a Learning Disability. We had the opportunity to apply for a small grant from Northamptonshire Learning Disability Partnership Board. We put together a proposal for funding for a Learning Disability project worker, a person with a Learning Disability who would be employed one day a week and a support worker. They would work alongside the Learning Disability Liaison Nurse to enhance the care of patients who have a Learning Disability. The funding was matched by Nene CCG. The posts were initially for a 12 month period.

We followed the Trust recruitment process; however we had to make “reasonable adjustments” at points of the process, to ensure appropriate access for individuals with a Learning Disability.

Reasonable adjustments we made included:

- Developing an easy read version of the job description & person specification.
- How we advertised the posts – As well as NHS jobs we advertised at local job centre, Learning Disability partnership board website, local special schools and colleges. Learning Disability Liaison nurse visited a youth club to talk about the role and how to apply.
- Development of an easy read application form.

We interviewed 20 applicants over 2 days. The panel included; NGH patient Experience Lead, Chris a Learning Disability project worker at KGH and the Learning Disability Liaison Nurse at NGH. Tom Oakes was appointed to the post of Learning Disability project worker. Tom was then part of the team who interviewed applicants for the post of Support Worker. This was important as their job was to support Tom to fulfil his role.

Induction & Mandatory training

We had to be creative about the way Tom's Trust induction. This is usually over 3 days with a number of presentations, including mandatory training subjects. This would not have been appropriate for Tom or been an effective way for him to learn or take on board information. We developed a programme of 7 mandatory training sessions which each of the trainers adapted to make it meaningful for Tom. All trainers also kindly provided the sessions on a 1:1 basis. These sessions worked really well for Tom and throughout his day to day work it has been evident that he has learnt key messages from all of the sessions.

Tom has had an Appraisal and has a set of objectives to meet.

Tom's role includes:

- Visiting all patients with a Learning Disability on the wards. Listening to any concerns or worries.
- Checking that patients have a Hospital Passport in place and that ward staff teams are using them effectively.
- Obtaining feedback from individuals with a Learning Disability about their care where appropriate.
- Working alongside healthcare staff to support patients with a Learning Disability including how patients communicate and how they show they are in pain.
- Supporting the Learning Disability Liaison Nurse to provide awareness training for all grades of staff.
- Sharing his own experiences of having a Learning Disability and how that can affect someone's experience of coming into hospital.



Tom has been in post almost a year. His Support worker left after 5 months and we made the decision not to replace them as Tom had demonstrated the ability to manage fairly independently, with close support and direction from the Learning Disability Liaison nurse. We obtained the agreement from the Learning Disability Partnership board to use the excess monies from the vacancy of the support worker post to increase the length of Tom's contract.

During Tom's employment with NGHT he has overcome many personal challenges of working in a very busy, large hospital environment .He has grown in confidence and is really proud to have a job and "make a difference for people with a Learning Disability". He is a fantastic ambassador for people with a Learning Disability and has been readily accepted by hospital staff as a colleague



Valuing “difference” with OD

At NGH we believe it is the quality of interaction and strength of relationship our staff have with each other, that will influence staff satisfaction and involvement. As an organisation we fundamentally believe that every single person comes into work to do a good job. Unfortunately despite our best intentions, with the increasing pace of change and the challenges of working life often mean that systems, process and challenges can affect our ability to do this.

In Organisational Development we have, with the involvement of NGH staff, developed our staff engagement strategy. This strategy identifies the root causes for situations that can affect our staff's well-being and sense of value at work. We have developed a variety of different tools that promote self-awareness, recognition of individuals personalities, communication styles and previous experiences.

One of these tools, 'Back in the Box', attempts to address the underlying factors that inhibit organisational growth and development. Specifically, we aim to facilitate a change in fundamental mind-set, to encourage participants to start thinking and working in a way that focuses on the objectives of the organisation and our key stakeholders, rather than on their own, individual needs. This supports the development of good working relationships on an individual, team and organisational basis by recognising, valuing and celebrating our differences.



For many this is the first time that they may have considered how their behaviour comes across to those around them and to explore some alternatives that give them a choice and greater control over their response.

As a result people grow in confidence as they develop a richer understanding of themselves, can articulate more clearly what they need to be effective and can challenge the behaviour of others where it is less than helpful.

By introducing back in the box we have achieved success in areas that have historically struggled with some often unhelpful prejudices and assumptions that have been made about people by virtue of the position they occupy or their background, resulting in stronger, more cohesive ways of working which ultimately has a positive impact on NGH providing the best possible care to our patients.

*We are all part of NGH and everything we say,
or don't say, do or don't do, defines and
cements the culture around us.*



Deaf Awareness Training

A member of staff, who has hearing impairment, attended a Mandatory Training Leads meeting in the Spring to talk about how the trainers could make their training more accessible to people who have hearing impairments. It was a really useful insight into some of the difficulties that staff with hearing impairment face when they are in training sessions, and how we can best help them. Trainers are making workbooks and assessment sheets available as another option for staff which may be helpful for those who have hearing difficulties.

Learning and Development organised two Deaf and Disability workshop one day courses delivered in the Spring which covered:

- Understanding of “Deaf” and “Disability”
- Identify prejudice and stereotyping
- Discrimination and barriers to services
- Identify Communication

This was delivered by Darren who is deaf and co-facilitated with his signer. Evaluation from staff attending stated:

“His anecdotes were extremely powerful and the exercises we took part in were extremely useful in understanding how to assist staff, patients and the public.”

“This will enhance the visit of a deaf person attending the department.”

“Makes it more meaningful”

Maternity Workshops

At any one time approximately 2-3% of the Trust's workforce is on maternity leave. Over recent years the Trust has expanded the maternity support that it provides to its staff and in addition to the Trust's Maternity Procedure we run a regular programme of Maternity Workshops for all pregnant members of staff to attend to find out about all their rights, entitlements and the Trust processes for organising their maternity leave.

The sessions are scheduled to run every 3 to 4 weeks on different days and times, to try and make them as accessible for staff as possible. The session lasts about an hour and covers:

- Antenatal appointments
- Maternity leave and pay
- Annual leave arrangements
- Keeping in Touch Days
- Returning to Work
- Health and Safety
- Next Steps to Organising the Maternity Leave.

For anyone who is unable to attend a session they can be seen on an individual basis instead.

The sessions are very well received and it means that pregnant staff know what to expect, what their responsibilities are and also those of the Trust. We also provide a dedicated member of staff for people to contact if they have a maternity enquiry . During 1 April 2014 - 31 March 2015 17 sessions were run to provide support and advice to 128 pregnant members of staff. In addition a further 18 members of staff were seen on an individual basis.



Northampton General Hospital

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