



DEPLOYMENT CHECKLIST

To ensure that we maintain the highest professional standards and provide the best possible service, to both our clients and patients, it is essential that all our colleagues ensure that the following checklist is adhered to, at all times, while on deployment:

1. UNIFORM STANDARDS

Make sure that your uniform is correct and adheres to company policy. It must be clean.

You must also make sure that you are wearing appropriate foot-ware, at all times, while on deployment and that the same conforms to current Health and Safety legislation.

High visibility vests and/or jackets are to be worn, at all times, while working outdoors.

2. PUNCTUALITY

Make sure that you arrive at your venue in good time and at least ten minutes before your shift is due to start.

3. HEALTH AND SAFETY

You have a legal responsibility to ensure that your own health and safety at work is maintained, as well as ensuring that the health and safety of others – whom are affected by your actions – is also maintained; as prescribed by the Health and Safety At Work Act 1974.

You must ensure that you have the Personal Protective Equipment, which is necessary for your role (such as high visibility clothing, eye protection, facial masks, gloves, safety boots, etc.) at all times; as prescribed by the Personal Protective Equipment Regulations 2002 and the Personal Protective Equipment at Work Regulations 1992 (as amended).

4. PROFESSIONAL STANDARDS

You are expected to behave in a professional manner, at all times, while working for SEMS. Treat others how you would expect to be treated yourself and ensure that you maintain the dignity of those patients you treat.

You must always ensure that any treatment you provide – as well as the way in which it is delivered – is within the skillset for which you are qualified and conforms to all current national guidelines.

5. DUE DILLIGENCE

You must always ensure that a PRF/PCR is completed, in full and for ALL patients.

Such documentation must be available for inspection, as soon as possible and it is in your interest and that of this company, that a PRF/PCR is completed immediately upon treating a patient.

Under no circumstances must you not complete a PRF/PCR or fail to have one available for inspection.

We trust each of you to ensure that these standards are always maintained, while working for SEMS and would remind you that failure to do so may result in disciplinary action being taken against you.