

POLICY DOCUMENT

Environmental Management Policy

Policy Review Schedule

Date first Approved by the Board:	November 2006
Last Approved by the Board:	September 2014
Date of Next Review:	September 2016

Amendment Overview

Version	Date	Pages	Comments	Actioned
2006 – 1.0	30/11/2006		Presented to the Agency Board for Approval. Approved	
2009 – 2.0 (draft)	28/01/2008		Revised for re-consideration by Health & Safety Committee	Margot Roberts
2009 – 2.1 (draft)	11/11/2008		Reviewed by Health and Safety Committee and minor revisions made, taking account of the risk assessment by WYG	Margot Roberts
2009 – 2.1 (draft)	25/02/2009		Presented to Agency Board for approval. Approved.	Margot Roberts
2009 – 2.1	01/03/2009		Issued to staff	
2012 – 3.0	21/06/2012		Periodic review and refresh. Submitted to Agency Board for approval. Approved.	Mark McCarey
2012 – 3.0	21/06/2012		Periodic review and refresh. Role of NIMDTA updated. Replaced references to Agency with NIMDTA. Submitted to Governance & Risk Committee for review.	Mark McCarey
2014 – 4.0	16/09/2014	8	Presented to G&R Committee for approval. Approved subject to minor changes. See G&R minutes for details.	
2014 – 4.1	18/09/2014		Presented to the NIMDTA Board for approval. Approved.	

Contents

Policy Review Schedule.....	2
Contents.....	3
Role of the Northern Ireland Medical and Dental Training Agency.....	4
Policy Influence.....	5
Policy Impact.....	5
This Policy to be read in conjunction with:.....	5
1. Introduction	6
2. Accountability	6
3. Monitoring and Review.....	7

Role of the Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health, Social Services and Public Safety (DHSSPS) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. Its role is to attract and appoint individuals of the highest calibre to recognised training posts and programmes to ensure the provision of a highly competent medical and dental workforce with the essential skills to meet the changing needs of the population and health and social care in Northern Ireland.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes and rigorously assesses their performance through annual review and appraisal. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that the training and supervision of trainees support the delivery of high quality safe patient care.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA also works to the standards in the COPDEND framework for the quality development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA aims to use the resources provided to it efficiently, effectively and innovatively. NIMDTA's approach to training is that trainees, trainers and educators should put patients first, should strive for excellence and should be strongly supported in their roles.

Policy Influence

This policy has been influenced by the following:

- Environmental Protection Act 1990
- Current environmental legislation, available from www.netregs.gov.uk and www.ni-environment.gov.uk
- DHSSPS Controls Assurance Standard in relation to Environmental Management

Policy Impact

This policy may have an impact on the following:

- Health & Safety Policy
- Terms of Reference – Health & Safety Committee
- Waste Management Policy

This Policy to be read in conjunction with:

- Terms of Reference – Health & Safety Committee

1. Introduction

NIMDTA recognises that good management includes all environmental matters and will seek to ensure that environmental protection and the prevention of pollution are part of decisions, policies and practices. NIMDTA is committed to the requirements of the Environmental Protection Act 1990 and to all other relevant statutory legislation.

The aims of this policy are to:

- Ensure compliance with all relevant legislation
- Identify specific responsibilities
- Reduce the impact that NIMDTA's business has on the environment

2. Accountability

The Board, through the Chief Executive, is responsible for ensuring the implementation of NIMDTA's environmental management policy.

NIMDTA shall endeavour to work towards the following objectives:

- Comply with relevant environmental legislation;
- Commit to continual improvement and prevention of pollution;
- Provide for the setting and achievement of appropriate environmental objectives and targets for the organisation;
- Seek to achieve continuous improvements in NIMDTA's work environment;
- Seek to reduce its consumption of non-renewable resources;
- Encourage the reduction and recycling of waste and ensure the proper disposal of waste;
- Make the Environmental Policy widely accessible by inclusion in the staff handbook and on the intranet;
- Facilitate communications with all stakeholders regarding NIMDTA's environmental policy and associated objectives, targets and performance against these.

The Chief Executive has ultimate responsibility and accountability for environmental management and will ensure that, through effective policies and procedures, NIMDTA is compliant with all legal and statutory responsibilities and directives issued by the DHSSPS.

The Administrative Director is the appointed Executive Director with special responsibility for environmental matters.

All Senior Managers are responsible for ensuring that staff and others that work within their department are aware of, and understand NIMDTA's environmental management policy and procedures.

Each member of staff has a personal responsibility for the way in which their conduct impacts on the environment.

Domestic services, staff employed by Resource, are responsible for the disposal of 'household' waste and the cleaning and maintenance of waste receptacles.

3. Monitoring and Review

The Director with responsibility for environmental management will make an annual report to the Board. This will be done as part of a larger Health & Safety report.

The Health and Safety Committee will be responsible for dealing with all health and safety issues including environmental management and will play a significant role in monitoring and reviewing all aspects of the system. The Health and Safety Committee will report directly to the NIMDTA Board. This policy should be read in conjunction with the Terms of Reference - Health & Safety Committee.

This policy may be amended as and when it becomes necessary and environmental risks will be recorded in the appropriate risk register, as required.

This policy should be read in conjunction with environmental legislation available from www.netregs.gov.uk and www.niea.gov.uk

More information on environmental management can be obtained from the office of the Chief Executive.