**Record of your line management meeting**

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| **PRIVATE AND CONFIDENTIAL** | |
| **Your name:** |  |
| **Your manager:** |  |
| **Date and time:** |  |

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| **How is your health and wellbeing?- *Do you feel you need any support?*** |
| Please discuss:   * Work/life balance eg managing childcare / shielding family * Working from home & what that entails including DSE/[IT/VDU](http://pchnet.derriford.phnt.swest.nhs.uk/Portals/3/VDU%20workstation%20checklist%20-%2022Apr2020.doc) assessment * Taking breaks * Annual Leave and TOIL – is this being recorded and do you have a plan for taking it? * Social support/life outside of work * What, if anything, are you finding stressful at the moment? * NEW: Team Prevent Wellbeing information [website](https://www.teampreventwellbeing.co.uk/) for staff to access themselves – PIN number 2849 |
| **Have you been offered the COVID-19 vaccine?**  **Have you been able to access this? How many doses have you received?**  **Do you need any further support in order to receive the vaccine?** |
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| **\*\*NEW\*\*: Does this person have supportive contact with you and colleagues in between line management sessions? How? And how could this be improved?** |
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| **Has the COVID 19 Staff Risk Assessment been undertaken? Please note outcome of risk assessment here and include actions in the action plan.** |
| We have produced a COVID-19 staff risk assessment form and guidance for line managers to complete with all staff, particularly those staff with an underlying medical condition or in a vulnerable group at risk of exposure to COVID-19. We ask managers to make staff aware of this form and have local conversations with colleagues affected, taking appropriate steps as necessary. The forms will enable you to identify staff that are at increased risk and identify ways to minimise the risk.  You can download the line management guidance and the risk assessment forms as below from this link: <http://pchnet.derriford.phnt.swest.nhs.uk/StaffCentral/OccupationalHealth-TeamPrevent.aspx>  **COVID-19 Staff Risk Assessment Guidance for line managers COVID-19 Staff Risk Assessment Form** |
| **Is this person currently redeployed?** |
| Discuss redeployment and document contact with manager of placement |
| **Is this person currently working from home? How often are you speaking and does this need review?** |
| Prompt to look at [resources to support wellbeing](http://pchnet.derriford.phnt.swest.nhs.uk/Coronavirus/Resourcesforstaff.aspx#wfh) whilst homeworking |
| **Has this person received a positive result for COVID 19?** |
| Please read this information and share. |
| **Review of your last line management meeting including any actions** |
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| **What is going well?** |
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| **Are you experiencing any issues? If so, what are they? (include in action planning)** |
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| **For staff who line manage: discussions re line management responsibilities including wellbeing and performance** |
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| **Are you up to date with mandatory training/essential training/competencies for your role? Include review of personal development plan and any necessary or requested CPD** |
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| **Do you have practice supervision and are there any issues you would like to discuss?** |
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| **Review of your caseload, work plan** |
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| **New action plan – what will be completed by who, by when, and any support required for this to happen. Please ensure you include any actions relating to wellbeing** |
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| **If you have concerns regarding wellbeing please offer support through the following routes:**  **Wellbeing Resources available through** [**Coronavirus Hub**](http://pchnet.derriford.phnt.swest.nhs.uk/Coronavirus/Resourcesforstaff.aspx)  **Employee Assistance Programme – 24/7 service for you and your family to access on a range of issues – contact 0800 174319 or visit** [**www.carefirst-lifestyle.co.uk**](http://www.carefirst-lifestyle.co.uk)  **Username: livewell Password: southwest**  **Plymouth Options, Cornwall Outlook Southwest and and Devon Talkworks details in the prdf below along with support for a crisis** |
| **Any further comments regarding wellbeing, please document here** |
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| **Date of your next line management meeting** |  |

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| **I agree this is an accurate reflection of our discussion** | | | |
| **Signed** |  | **Signed** |  |
| **Printed** |  | **Printed** |  |
| **Date** |  | **Date** |  |

Updated on 20210216