NHSScotland Workforce Conduct Policy: flowchart

This flowchart provides a summary and shows the order of the main steps in the policy process. It is designed to support the full content of the NHSScotland Workforce Conduct Policy.

Flowchart symbols and their meaning

Start/end
This shape represents the start and end point of a system or process. It usually contains the word ‘Start’ or ‘End’. A flowchart generally has one start point but can have multiple endpoints.

Flow line
A line with an arrow shows the direction of the flow through the flowchart.

Process
Can represent a single step or multiple steps within a larger process on the flowchart.

Decision
Sometimes a decision is needed before moving on to the next step in the process. This shape asks a ‘yes’ or ‘no’ question. The answer determines which arrow you follow out of the decision shape.

Outgoing off-page connector
This shape shows where the process continues on another page of the flowchart document. Click this shape to go to the page.

Incoming off-page connector
This shape shows the page you are currently viewing.
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Start

Conduct issue raised

Is Early Resolution appropriate?

No

Use the Workforce Policies Investigation Process (WPIP)

Early Resolution

Yes

Initial meeting between manager and employee

Early Resolution

Identify and support improvements required with timescales

Early Resolution

Review meeting(s)

Required improvements met?

No

Refer to another workforce policy

End

Investigation report recommends referral to formal conduct hearing?

Yes

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End

Go to page 3