NHS SCOTLAND

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**.

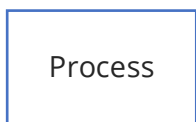## Flowchart symbols and their meaning

Start/End

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

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

Decision

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.

Go to page 2

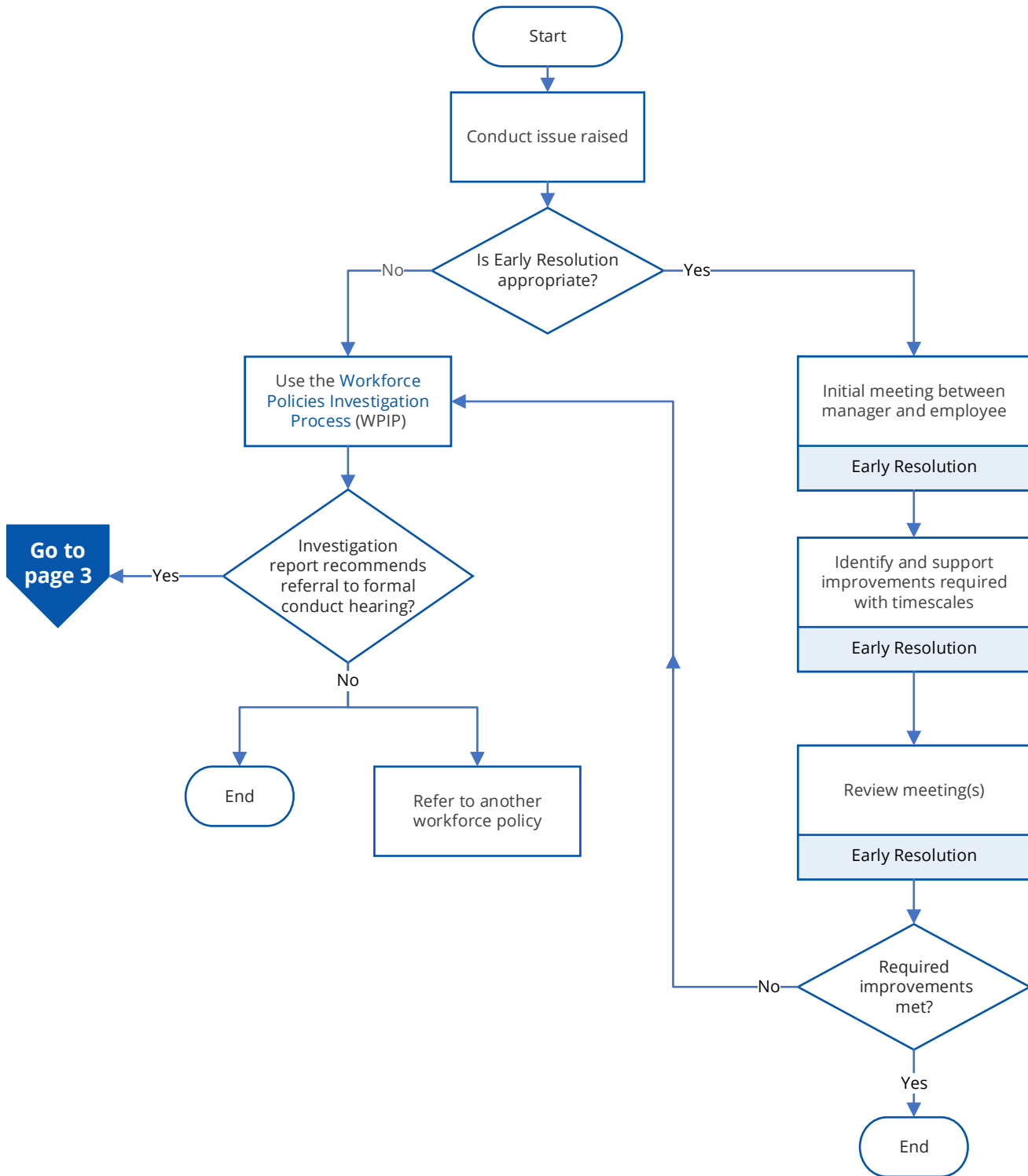**Outgoing off-page connector**
This shape shows where the process continues on another page of the flowchart document. Click this shape to go to the page.

Page 2

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

NHSScotland Workforce Conduct Policy : flowchart

```
                              ┌──────────┐
                              │  Start   │
                              └──────────┘
                                   │
                                   ▼
                         ┌───────────────────┐
                         │ Conduct issue raised │
                         └───────────────────┘
                                   │
                                   ▼
                              ◇ Is Early Resolution ◇
              No ─────────────   appropriate?   ───────────── Yes
               │                                                │
               ▼                                                ▼
    ┌───────────────────┐                          ┌───────────────────────┐
    │ Use the Workforce │                          │ Initial meeting between │
    │ Policies Investigation │                     │ manager and employee   │
    │ Process (WPIP)    │                          ├───────────────────────┤
    └───────────────────┘                          │   Early Resolution    │
               │                                    └───────────────────────┘
               ▼                                                │
         ◇ Investigation ◇                                      ▼
   ┌────┐  report recommends                       ┌───────────────────────┐
   │Go to│ referral to formal                      │ Identify and support  │
   │page 3│◄── Yes ── conduct hearing?             │ improvements required │
   └────┘                                          │ with timescales       │
               │                                    ├───────────────────────┤
               No                                   │   Early Resolution    │
               │                                    └───────────────────────┘
        ┌──────┴──────┐                                         │
        ▼             ▼                                         ▼
   ┌────────┐  ┌─────────────┐                     ┌───────────────────────┐
   │  End   │  │ Refer to another │                 │   Review meeting(s)   │
   └────────┘  │ workforce policy │                 ├───────────────────────┤
               └─────────────┘                      │   Early Resolution    │
                                                    └───────────────────────┘
                                                                │
                                                                ▼
                                                          ◇ Required ◇
                                          No ───────────  improvements
                                                              met?
                                                                │
                                                               Yes
                                                                ▼
                                                          ┌────────┐
                                                          │  End   │
                                                          └────────┘
```

Page 3

Formal conduct hearing

Formal Approach

No case to answer

Formal Approach

End

Learning outcome

Formal Approach

Formal disciplinary sanction

Formal Approach

Has appeal been lodged? — No

Has appeal been lodged? — Yes / No

Yes

Learning outcome required

Formal Approach

Appeal upheld? — No

Appeal upheld? — No

Formal disciplinary sanction

Formal Approach

End

Yes

Yes

Outcome changed

End

End