**Acute Services Division**



**Disciplinary Process - Scheme of Delegation**

**Medical & Dental Staff**

**Verbal Warning**

Verbal warnings can be issued by Clinical Directors with support provided by a HR Adviser, from the Human Resources Support and Advice Unit as appropriate.

Appeals will be heard by the Chief of Medicine and General Manager with HR support from the People and Change Manager.

**First Written Warning**

For misconduct it will be normal to ask a Clinical Director and Clinical Service Manager to conduct the investigation.

The disciplinary hearing will be conducted by the Chief of Medicine and the General Manager with HR Support from the People and Change Manager. The Chief of Medicine will Chair the hearing and intimate the decision in writing to the employee.

Appeals against First Written Warnings will be heard by the Director (Chair) and a Chief of Medicine from another Sector/Directorate, with support from the Head of People and Change.

**Final Warning**

More serious misconducts or where the employee is currently holding a first written warning will be heard by the Director and the Chief of Medicine from another Sector/Directorate, with HR Support from the Head of People and Change. The Director will Chair the hearing and intimate the decision in writing to the employee.

Appeals against final warnings will be heard by the Chief Operating Officer (Chair) with the Deputy Director of Human Resources.

**Dismissal**

For allegations of gross misconduct which could lead to the dismissal of an employee, the panel will be the Chief Operating Officer, the Director and the Deputy Director of Human Resources. The Chief Operating Officer will Chair the hearing and intimate the decision in writing to the employee.

**Appeals against Dismissal**

Appeals against dismissal will be to an Appeals panel of the Board consisting of two Non-Executives and an Executive Director. The Board’s Medical Director or Director of Human Resources may be the identified Executive unless previously involved at the disciplinary stage.

*NB. The Scheme of Delegation will apply to* ***all*** *Medical and Dental Staff with the addition of a Deanery representative for Doctors and Dentists in training. For employees with contractual links to the universities, university representation will be included where appropriate.*