

# Making the NHS the Best Place to Work: Creating Cultures of Civility and Respect

**Sherwood's Civility Learning and Sharing Event** 

16 September 2021

NHS England and NHS Improvement



# **Speaker Bios**



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### The NHS Long Term Plan





### We are compassionate and inclusive

We are kind and respectful. We all feel the pressure at times, but we care for each other, as we care for our patients. We don't tolerate any form of discrimination, bullying or violence, and call out inappropriate behaviour.

We are open and inclusive. We understand, encourage and celebrate diversity, making the NHS a place where we all feel we belong.



NHS

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### WE ARE THE NHS: People Plan 2020/21 -

action for us all



### Bullying and harassment: All employers are responsible for preventing and tackling bullying, harassment and abuse against staff, and for creating a culture of civility and respect. By March 2021, NHS England and NHS Improvement

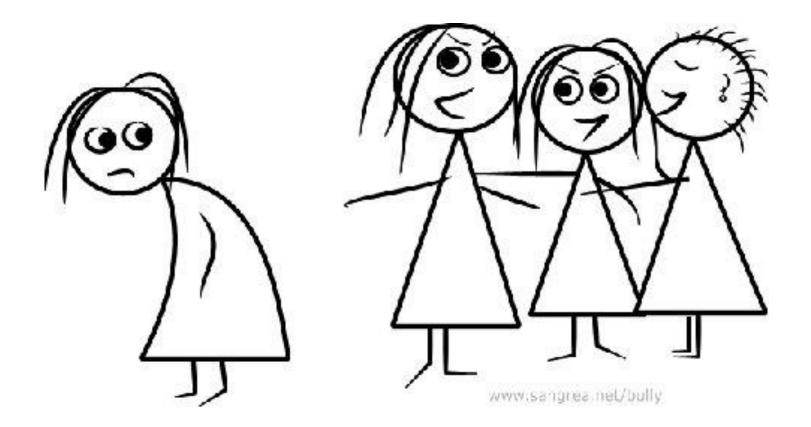
England and NHS Improvement will provide a toolkit on civility and respect for all employers, to support them in creating a positive workplace culture. Survey Coordination Centre

> NHS Staff Survey 2020 National results briefing

Published: March 2021



# Does it really matter?





### What words would you use to describe civility?





# **Civility and Respect**

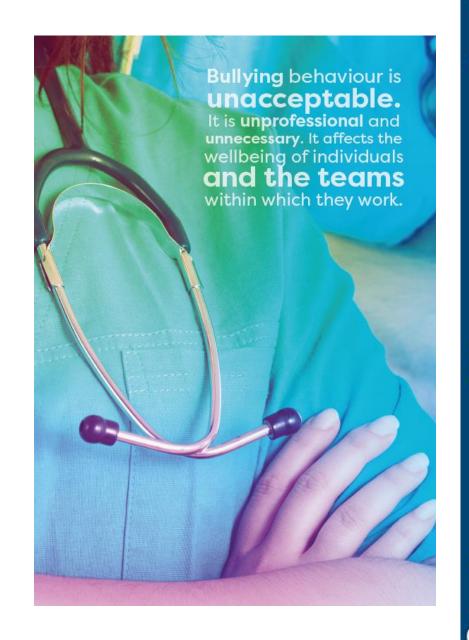
Incivility and disrespect – range of low-level poor behaviours

Shift in language – reducing bullying and harassment

Not just the minimum standard – create cultures of civility and respect

Detrimental impact on patient outcomes





## INCIVILITY





Porath C, Pearson C (2013) The price of incivility

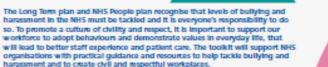


# The financial cost

Item	Cost per annum
Cost of sickness absenteeism	£483.6 million
Cost of sickness absence to employer	£302.2 million
Impact and cost of bullying to employee turnover	£231.9 million
Impact of bullying on productivity	£575.5 million
Impact of bullying on sickness presenteeism	£604. 4 million
Industrial relations, compensation and litigation cost	£83.5 million
Total	£2.281 billion
8 Creating a culture of civility and respect	



### NHS Supporting our staff A toolkit to promote cultures of civility and respect



### A Shift in Language

The change in language from builying and harassment to civility and respect is purposeful. It brings focus on a broad range of negative workplace behaviours. It alms to give individuals the ability to understand their experiences more clearly and speak up when things are not right for them and for others. It can aid conversations in teams to identify and embed positive behaviour change.

#### Promoting Professionalism

The pyramid demonstrates a Restorative and Just approach to enable NHS organisations to take a supportive and corrective stance. The tools are intended to support staff to bring about understanding and a change in behaviour, not to blame and punish.





The framework offers an evidence-based and practical overview to thinking and action. It uses the improvement approach making underlying issues easier to analyse, intervene and plan for when working towards creating civil and respectful cultures. There are four themes: -Theme 1: Data and analysis -Theme 2: Policy and process -Theme 3: Staff management and support. -Theme 4: Just and restorative culture



The Analyse, intervene and Measure (AIM) approach is used to support organisations to develop action plans aligned to the four framework themes.

- Analyse: understand the Issues
   Intervene: take action to address the Issues
   Guidance on Interventions will help identify and establish those which are right for the organisation:
- Measure: evaluate the
   Secondary
  - impact of interventions. Tertiary







Bullying Cost Calculator for NHS organisations (socialpartnershipforum.org)

<u>NHSi-Civility-and-Respect-</u> <u>Toolkit-v9.pdf</u> (socialpartnershipforum.org)

### NHS Civility and Respect Programme: Our Offer to Trusts / ICSs



### Vision

To tackle bullying and harassment in the NHS and to promote and create positive workplace cultures of civility and respect which will improve staff experience and ultimately patient care.

### The Opportunity

To work with ICS/Trusts in all seven regions to support these organisations to adopt the NHS Civility and Respect Framework to drive continuous improvement and positive culture change. Through this support, ICS/Trusts will commit to adopting and implementing the four framework themes via the <u>NHS Civility and Respect</u> <u>Toolkit</u> to address bullying and harassment in the local context.

### Support from NHS Civility and Respect Programme will involve:

- Guidance and support during production of a workforce strategy and Boardlevel business case strategy to improve workplace cultures and staff experience
- Guidance and support during production of local action plans for priority issues, interventions design and implementation
- Use of NHSI Civility and Respect Framework Diagnostic Tool and Bullying Cost Calculator
- Guidance from NHS evaluation experts on best practice to monitor and identify improvements and progress
- Development of methods to ensure effective governance at Board level through effective monitoring of risks and actions
- Connecting with other NHS organisations for sharing learning and best practice
- Access to NHS case studies on promoting cultures of civility and respect
- Access to dedicated support from General Medical Council and Nursing & Midwifery Council towards improving patient safety
- Priority access to national offers
- Be linked to other national teams for enhanced support and guidance to address specific challenges (such as Violence & Safety, WRES, Health and Wellbeing Culture, Retention etc)

### **Civility and Respect Framework**

The framework offers an evidence-based and practical overview to thinking and action. It uses the improvement approach making underlying issues easier to analyse, intervene and plan for when working towards creating civil and respectful cultures. There are four themes: -Theme 1: Data and analysis -Theme 2: Policy and process

-Theme 3: Staff management and support -Theme 4: Just and restorative culture



### The Benefits of ICS-wide working:

This approach will serve as an enabler in supporting the development and adoption of collaborative ICS-wide solutions to creating positive work cultures which will:

- Improve system working and shared learning to improve staff experience, wellbeing and retention
- Opportunities for shared intelligence gathering, interoperability and capability
- Consistency of approach and economies of scale
- Improved patient care and experience
- Opportunity for financial support from CR programme

### **Commitment from ICS/Trust :**

- Be able and willing to commit to this work with senior support from its People Board/ Committee
- Must identify a dedicated internal resource to lead and undertake the work, with support and guidance from the NHSI Civility and Respect Team.

# Who is in this space?







## **Civility Saves Lives**



https://www.youtube.com/watch?v=Ta-Ve9E9IZE



# **Mentimeter questions**

1. Have you personally experienced incivility at work? (Yes or No)

2. If you witnessed incivility or bullying behaviour how did this make you feel? (Word cloud)



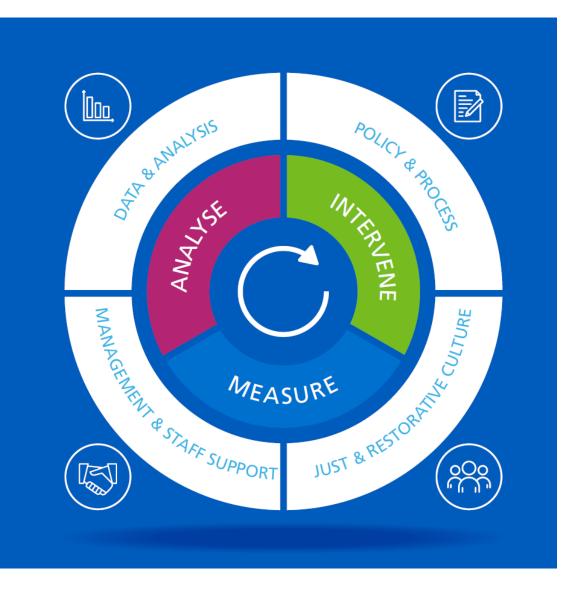
# Supporting our staff: A toolkit to promote cultures of civility and respect

16 September 2021 – Mel Baldwin

NHS England and NHS Improvement







Civility and Respect Framework and the AIM model



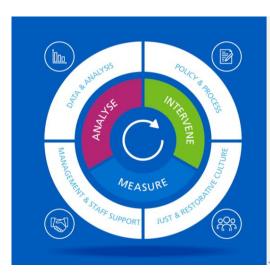
# **Data & Analysis**

Understand what bullying looks like in your organisation

Use data in a proactive and preventative way so that organisations/team can be interventionist and address emerging hotspots

Triangulation of data is key to understanding it and developing a process for measuring interventions





restoration of relationships

Formal processes – can impact on health and wellbeing of everyone involved

Move towards supporting staff in the

### Enable early intervention

Leaders and managers must have skills to address inappropriate behaviours

HR must have skills to coach managers in the restorative approach

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# Staff and management support



Creating cultures of civility and respect – importance of leaders, role-modelling behaviours

Every interaction by every leader at every level, everyday





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# Just and Restorative Culture

Growing compassion in the workplace

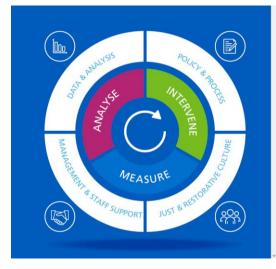
Inclusive and compassionate leadership creates a psychologically safe workplace

Leading with compassion Attending Understanding Empathising Helping

Staff can listen and support each other – less bullying, better patient outcomes

### Learning rather than blame







### Figure 1: **Promoting professionalism pyramid**

Adapted from Hickson GB, Pichert JW, Webb LE, Gabbe, SG. Acad Med November 2007. © 2011 Vanderbilt University

The approaches in this toolkit are based on a supportive and corrective stance. The tools are intended to bring about an understanding and a change behaviour, not to blame and punish.





#### Level 0 'Informal cup of coffee' intervention



The Vanderbilt University School of Medicine's professional behaviour model visualises how you can address unprofessional/diruptive behaviours at an early, informal level. The aim of the 'upo of coffee' conversation is an early discussion about a single contem or observation that less the employee concerned know that a negative/undeirable/unprofessional behaviour was observed. It promotes accountability for a single observation of what seems to be unexpected unprofessional conduct or behaviour. The Vanderbilt research has shown that most unprofessional behaviours in the workplace can be resolved at this level with a higher likelihood of success in changing the behaviour than more formal approaches.

For creating compassionate cultures in the workplace, the informal carly conversation provides a respectival and supportive environment for the individual to reflect on their behaviour and try to identify its cause, e.g. work pressure, hierarchical incivity, etc. The aim as to high the individual to reflect on their behaviour and impact, and to think about an alternative approach and coping stategy of the primary causes behaviour.



### Employee scenario



You walk into the intensive care unit (ICU) as a patient alarm is sounding and a colleague shouts at you "Turn that thing off, they're always going off and driving me crazy!" How do you react in this situation?

- As a colleague, consider the following options: • How did the incident make you feel?
- Are these behaviours professional and civil?
- How can you approach your colleague to establish professional working boundaries between you?
- What would you say to your colleague to explore this in a professional manner?
- What behaviours would you like to see upheld by yourself and colleagues?
- How can you maintain these professional working behaviours between your colleague and yourself?





After a particularly busy shift in the intensive care unit (ICU), your employee is taking patient notes at shift change. As you're leaving the unit, a patient's fall alarm goes off and you hear them shout "Someone turn that thing off, they're always going off and driving me crazy!"

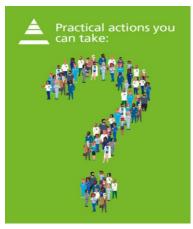
As the line manager, consider the following questions: • How should you approach the employee about this situation? • What informal discussion would you have with them? • What would you ask them to find out what is going on right now for them?

What would you say you have observed?
 What would you say are the expected behaviours required
 Can you identify the primary causes behind the

employee's behaviour? • What primary action/intervention can you identify to support

the situation?
Has the employee accepted responsibility for the outburst?
Is any further action needed?





- This situation is within your control to address directly and informally the best route is to approach the employee and work with them on restoring the working initiationality in a professional and supportive manner. You would aim to agree the boundaries of your working relationship and set professional behaviour expectations are an orth arms to and work on
- expectations you can both agree to and work on. • Approach the employee directly and in a professional manner. Ask to speak to them about the behaviour/informet mata has caused you concern. Outline how it has made you feel; work with them towards a better way of working together and agree to move forward together. If you are not able to speak to the employee directly, other
- If you are not able to speak to the employee directly, other options include:
   Speak to your line manager who can provide you with support
- Speak to your line manager who can provide you with support and guidance and help you work through the best approach to resolve the issue at an early stage.
- Speak to your Freedom to Speak Up Guardian who can provide you with support and guidance and can speak to HR and/or your line manager with you or on your behalf to agree a way forward.
   Speak to your local union representative who can provide you with support and guidance and speak to HR and/or your line manager with you or on your behalf to agree a way forward.
   Speak to a colleague who can provide you with moral support and help you speak to HR and/or your line manager





Level	Focus	Stress interventions	Bullying interventions
Primary	<ul> <li>Addressing the root cause of the workplace issue (stress, bullying)</li> <li>Aimed at modifying or eliminating stressors/ root causes in the work environment</li> <li>Targeting organisations and the changes they can make</li> </ul>	Workplace changes: Reducing workload Team working Supervision Facilities	Understand the employee's experience and what bullying looks like in your organisation (incivility, negative workplace behaviours) • Staff survey on workplace behaviours, civility and bullying (Appendix 1) • Listening events and staff support (Shwartz Rounds, focus groups Appendix 2) Develop organisation and team values and behaviour agreements • Develop a behaviour framework (Appendix 3) • Develop shared team objectives • Establish team development and team reflection opportunities • Promote civility and respect • Promote compassion and inclusion • Establish Values Ambassadors Implement a just and learning culture approach: • Identify harm caused by policy, process, systems, structures, culture Peer support arrangements Support managers and employees to have courageous conversations about acceptable behaviour in the workplace Team-based interventions: • Boxes workshop (Appendix 6) • Value in action discussion (Appendix 7)
Secondary	<ul> <li>Focused on an individual's response to the issue (stress, bullying)</li> <li>Reducing the effects of stressors by making them more resilient</li> <li>Targets individuals/ employees</li> </ul>	Mindfulness Yoga Exercise Health and wellbeing programmes	Resilience training (Building resilience workshop Appendix 8) Unconscious bias training Respect and Support Workshop (Appendix 4) Behavioural Self-Assessment (Appendix 5) Leadership training Courageous conversations workshops (Appendix 9) Personal reflection log (Appendix 10)
Tertiary	<ul> <li>Treating the resulting ill health</li> <li>Focused on helping individuals cope with the consequences</li> <li>Targets individuals/ employees</li> </ul>	Employee assistance programme	Employee assistance programme Occupational health service Counselling service Fast-track cognitive behavioural therapy/counselling Respect and Support helpline (Appendix 14 and 15) Targeted Civility at Work campaign Routes to address the conflict arising from incivility and bullying • Mediation service • Coaching • Round table discussions (Appendix 11, 12 and 13)





2. Can you break th

fow can you analy to identify/underst or example, looking sulying and harasteris noticited characteris n employee experien

Measure:

d quantitative data do you have	4. Are you able to triangulate your data to get a deeper understanding of the issue? For example, driving argogeneration or protected characteristic comparison of data for the staff survey, numbers of and meaning for employee relation cases, science advance prevalence/bends, Freedom to Speak Ug concern.
data down to look at the detail? riphical area, profession, k?	
	5. What is your data telling you or indicating?
ee the data through different lenses and employee experiences? at the stall opmon survey data for eff or employee relations caree by k, to try to understand the differences in.	

### Analyse: Check in

- 6. Can you identify the primary causes/underlying issues? For example incivility, work pressures (resources/time/workload), command and control culture, band bias
- 7. What further data do you require?

For example qualitative and quantitative

8. What do you need to do to gather/access this data? For example, workforce analyst input, bespoke staff survey, focus groups

9. Have you engaged with your employees directly to understand their primary concerns?

10. Have you engaged with your FTSU Guardian and staff side representatives to understand concerns expressed through these staff support routes?

What benchmark data can you lock down to create a measure of your starting point?	Does this measure point indicate an expected point of improvement?     Have you defined this?
What measure points can you identify for each intervention you have planned/are planning?	
	<ol> <li>How will you monitor this data during the intervention phase?</li> </ol>
Does this measure point tell you if you are meeting your objective?	
How do you know this?     What projected measure outcomes can you aim for?     What projected measures can you set around these data points     to ensure your projected outcome is achievable (qualitative and/     or quantitative)?	What will you do with your results how will you share learning?     Internal – staff, FTSU Guardian, staff side representatives, boars     External – sharing learning, networks







# Further information, links and resources



- Case studies
- E-learning
  - Mersey Care Just and Learning Culture and e-learning modules
- · Links to relevant websites
  - Civility Saves Lives
  - Social Partnership Forum A Call to Action
  - GMC Professional behaviours and patient safety programme
  - Freedom to Speak Up Guardians
  - Antibullying Alliance
  - Patient voices bullying and harassment stories
  - The Point of Care Foundation
  - Whistleblowers' Support Scheme
- Estimating the cost of bullying calculator is also on the website
- Guidance on commissioning external consultants to review bullying and harassment in NHS organisations



# Civility and Respect Framework Diagnostic Tool

16 September 2021 – Delicia Egboh

NHS England and NHS Improvement





# The Diagnostic Tool



- Civility & Respect Framework Diagnostic Tool developed by the NHS Civility & Respect Programme
- Self assessment tool
- Designed to help your organisation know where you are against the Civility & Respect Framework
- Highlights areas to focus and improve on

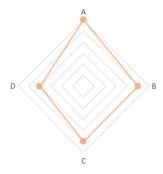




# The Diagnostic Tool

### Policies and Processes tab snapshot

# Collection Completeness 83% Section Completeness 100%



#### Policies & Processes

Research and good practice show the impact of cultures of civility and respect in going beyond the formal policy to a restorative approach, enhancing informal stages and support structures for staff. Refer to pages 15 - 19 in the NHS Civility & Respect <u>Toolkit</u>

Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree

A. The organisation follows good practice by reviewing its policies and processes regularly to ensure it is effective, relevant fair, supportive and independent

B. Thinking of the Dignity at Work Policy, the organisation regularly reviews the balance between the formal and informal aspects to managing conflict in the workplace

C. The organisation reviews the investigation processes related to Dignity at Work cases (for length and complexity)\*

D. The organisation has a strategic approach to managing conflict in the workplace to enable early intervention and promoting the restoration of working relationships before problems escalate.



# The Diagnostic Tool

### Summary tab snapshot

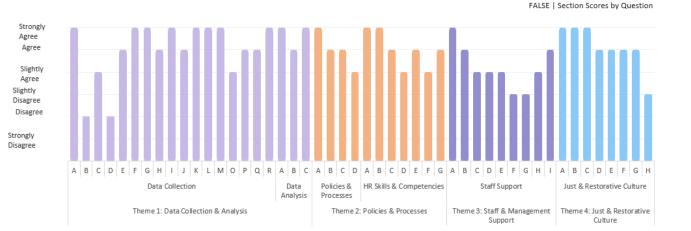
#### Export to PDF

This page provides a summary overview of each section and theme

The chart to the right gives an overview of each question score split by section and theme

The charts below show the most common value selected per section. Users can then investgate further on the individual section pages or use the chart to the right

The purpose of this page is to provide insight into which themes might present the greatest opportunity to drive improvement and to record what actions or next steps will be taken towards this



### Theme 1: Data & Analysis | Data Collection

Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree



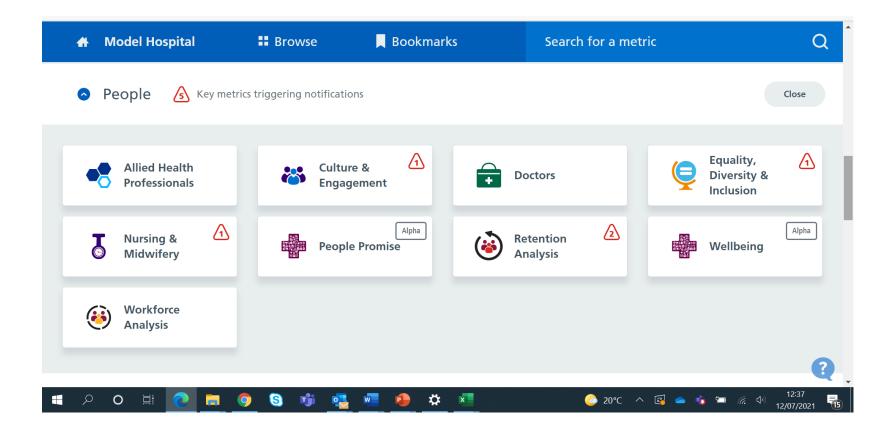


# **Model Hospital**

NHS						e ;	(Change organisation) Sh	erwood Forest Hospitals NH
🚓 Model Hospital	# Browse	Bookmarks						Search for a metric
/ellbeing > More 🗸							Pe	er group: CQC - Good 🗸
lealthy Working	Environmen	t Alpha						
Metrics that benchmark o bullying and harrassment.	rganisational culture w	with reference to civility and res	;pect, speaking up , and,					
Civiility & Respect				Data period	Trust value	Peer median	National median	Chart
I receive the respect I dese	rve from my colleagues	s at work.		2019	<b>72%</b>	74%	73%	0\$
Relationships at work are	strained.			2020	6.0	5.9	5.9	<b>\$</b>
My immediate manager (\	vho may be referred to	as your 'line manager') values	my work.	2019	<b>75</b> %	75%	74%	Ø
Freedom to Speak Up (FTS	iu)			Data period	Trust value	Peer median	National median	Chart
FTSU Index				2020	82.2%	80.0%	79.7%	♦
Bullying and harrassment	cases reported to FTSU	Guardians		Q3 2020/21	3	4	4	<b>•</b>
Bullying and harrassment	cases reported to FTSU	Guardians as % of total cases		Q3 2020/21	<b>19</b> %	25%	25%	0\$
Bullying and harrassment	cases reported to FTSU	Guardians per 1,000 WTE		Q4 2020/21	0.88	0.94	0.92	
Bullying, Harrassment & V	liolence			Data period	Trust value	Peer median	National median	Chart
In the last 12 months how	many times have you p	personally experienced harassr	nent, bullying or abuse at work from managers?	2019	<b>12</b> %	11%	12%	<b>&gt;</b>

# The HWB dashboard







# Civility and Respect Programme Areas of work

16 September 2021 – Jonathon Simpson

NHS England and NHS Improvement





# Key areas of focus this year





### Just and restorative culture

'Just and restorative culture' concentrates on the culture and leadership elements of organisations and how they can support organisations to grow compassion in the workplace, modelled by leaders. It also emphasises working with partners such as local union representatives, Freedom to Speak Up Guardians, employee engagement leads and health and wellbeing leads.





# NHS Midlands QR Code



**NHS Midlands** region, 14 Oct 1.30 – 4.30pm Click <u>this link</u> or scan the QR code to Register

