

Check In Meeting: Manager's Guidance

Purpose of the meeting

The catch up meeting is an opportunity for you to connect with your member of staff to:

- Check in on their wellbeing and talk about support
- Celebrate any recent successes
- Understand any difficulties they may be facing
- Refresh the objectives agreed in their last PDR – these may need to change now, as a result of COVID-19.

Important note: this catch up can be used in place of a full PDR (with the exception of Medical and Dental staff, who must have a specific Medical Appraisal in order to comply with revalidation requirements). Please therefore ensure you complete the section on objectives and development and remember to send confirmation of completion to whh.pdr@nhs.net and include:

- Manager Name
- Employee Name
- Date of Completion

This information will be used to update the employee PDR record.

When to Hold the Meeting

It is important that you hold this catch up meeting with everyone in your team by 31 August 2020.

The timing of the meeting can depend on a number of things and you can hold the meeting at any point. There are no strict requirements about when and how often you need to do this – this will be different for different teams and individuals. Some ideal times to hold a catch up meeting are:

- Staff return from redeployment
- Staff return from working off site e.g. home working
- There are changes in your service
- Your service is restarting following COVID-19

Top Tips a Successful Catch up Meeting

- Have the conversation in a private space where your staff member will feel comfortable
- Listen to your staff member and don't be tempted to respond on their behalf
- Be open and supportive. Remember that a key part of your role is about reducing stigma relating to mental health and wellbeing
- Summarise what your staff member has told you so that you understand what has been said
- Share information how to access support via the Health and Wellbeing booklet or webpage
- Agree actions together
- Use the paperwork as a framework and opportunity to record the key points from your discussion

After the meeting

- Agree a date for your next catch up. Again, there are no strict requirements on frequency, this can be agreed between you and your member of staff.
- Follow up on any actions agreed, making sure any immediate support is provided if required.
- Please make an immediate referral to Occupational Health if you have any concerns about the health or wellbeing of a member of staff.
- Remember to notify whh.pdr@nhs.net if this has been used to refresh objectives and development needs.
- Contact the HR Team for any additional advice on 2110 or whh.hr.generalenquiries@nhs.net