

Policy Information

Current Status

PHW / All Wales	Policy title	Policy ref.	Approving body (from Annex within Policy for Policies)	Accountable Executive Lead (Select from dropdown)	Approval date	Review date due	Status	Rag Status	Updates from quarterly reviews	Expected Date for issuing of revised policy
PHW	Uniform/Dress code policy	PHW46	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	14 January 2016	01 January 2019	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022: Currently under review with WG and the CNO.</p> <p>June 2022 update: Currently under review with WG and the CNO</p> <p>March 2022 update: Policy under development and with WG for input. April 2021 update - Policy will be reviewed in 2021/22. Dec 2019 - The National Uniform Policy is being reviewed by the HARP team and the current draft is due out for Consultation. This will be adopted by Public Health Wales once ratified.</p>	2023 Timescales tbc, anticipate within 2023
PHW	Security procedure	PHW58	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	25 May 2017	25 May 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022 update- Review of policy delayed due to other priorities. To be taken forward in 2022/23 and also in conjunction with Emergency Planning and Business Continuity function.A meeting has also been arranged with the Police to support the development of lockdown procedures.</p> <p>June 2022 update: Included on the Health and Safety Work plan to be completed by end August 2022.</p> <p>March 2022 update: See update in October 2021.</p> <p>October 2021: Due to the Covid-19 response, the review of the Security Policy remains outstanding however we are in the process of working with Information Governance colleagues to develop the CCTV procedure which we will link into the Security Policy, along with the bomb threat procedure as part of the review. We are aiming to undertake this work during 2021/22. June update: On 27 May 2021, the Board approved revision to QSIC ToR to remit Health and safety matters to QSIC from PODC. As such this policy now falls within the remit of QSIC. April 2021 update - this is out of date and needs updating to incorporate and link to other policies such as Bomb Threat Procedure, CCTV Procedure. This will be developed during 2021/22</p> <p>Procedure superseded Black 22 (Security Policy). Procedure will be reviewed in line with legislative and operational changes.</p>	2023 Timescales tbc, anticipate within 2023
PHW	Waste management policy	PHW63	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	19 December 2017	30 September 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022 update- Update as per March 2022.Low risk presented and existing policy remains relevant.</p> <p>March 2022 update: Procedure to be reviewed and updated in 2022/23. Low risk presented. Included in Health and Safety workplan 2022/23. April 2021 update - this policy will be reviewed and updated during 2021/22</p>	2023 Timescales tbc, anticipate within 2023
PHW	Waste management procedure	PHW63-TP01	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	19 December 2017	30 September 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September 2022 update- Update as per June 2022.Low risk presented and existing policy remains relevant.</p> <p>June 2022 update: Update as per March 2022</p> <p>March 2022 update: Procedure to be reviewed and updated in 2022/23. Low risk presented. Included in Health and Safety workplan 2022/23. April 2021 update - this policy will be reviewed and updated during 2021/22</p>	2023 Timescales tbc, anticipate within 2023

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PHW	Medicines management policy and code of practice	PHW26	Quality, Safety and Improvement Committee	National Director Health Protection and Screening Services, Executive Medical Director	31 January 2013	31 January 2016	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>Sep 2022 update: An updated policy has been drafted through the SLA arrangement with Cardiff and Vale UHB. This is subject to further discussion prior to sign-off.</p> <p>June 2022 update: The scope of practice in PHW is not extensive and mainly limited to the coordination and administration of flu and COVID vaccination for staff. I am undertaking an ongoing review of pharmaceutical adviser capacity to be embedded in the Office of the Medical Director</p> <p>April 2022: Mapping of scope of practice in PHW has been undertaken. No specialist capacity available to complete policy review. October 2021: The Medical Director has followed this up with the Cardiff and Vale team recently, with whom we have an SLA for pharmaceutical support and advice. We have a suggested way forward, which is to adopt the Cardiff and Vale policy. However, the scope of our business is very different, so this will need to be adapted for PHW and we will need to identify some resource to do this. This will take a bit more time as it is not just about changing references to different organisations. Jan 2020: A Specialist Pharmacist has now been transferred to the Health Protection Division from the Health and Well-being Directorate (October 2019). To help resource going forward, a formal Service Level Agreement (SLA) was agreed between Public Health Wales and Cardiff and Vale University Health Board (CVUHB) to pick up operational medicines management policy/ procedures that CVUHB undertake on Public Health Wales' behalf. Consultation has been undertaken with the Principal Pharmacist at CAVUHB and the Asst. Director of QNAHPS to determine whether the a separate policy/procedure is required. 04.06.19 - Discussions are ongoing with regard to the securing of a Professional Lead for Pharmacy in Public Health Services. Once this resource is in place, work on the policy and code of practice will be undertaken.</p>	2023 Timescales tbc, anticipate within 2023
PHW	Medical Devices and Equipment Management Policy	PHW69	Quality, Safety and Improvement Committee	National Director Health Protection and Screening Services, Executive Medical Director	27 November 2018	27 November 2021	Policy review Date passed - action underway/required	Overdue for Review - Moderate Risk Presented	<p>Sep 2022 update: An updated policy and procedure has been drafted and discussed at the MDMG in August. This is subject to revision and final sign-off</p> <p>June 2022 update: The Medical Devices Management Group has been established and agreed a workstream with representatives from the group will review the policy and procedure. The Medical Devices Regulation is currently being updated and the UK Government has recently announced (26 June 2022) the MHRA's plans to strengthen the regulation of medical devices. The revised policy and procedure will take account of the strengthened regulations and the Medicines and Medical Devices Act (2021). The review will commence in Sept, and submitted to QSIC 14 December for approval.</p> <p>April 2022: A Medical Devices Management Group was established recently and the review of the policy and procedure will be included on the workplan. Aim for completion in September 2022.</p> <p>October 2021 - PHS is in the process of identifying the capacity to take this forward and will work with Stuart Silcox to establish a working group Ratified for approval at QSIC 15.01.19. Previously Black 94</p>	14 December 2022 (QSIC)
PHW	Medical Devices and Equipment Management Procedure	PHW69/TP01	Quality, Safety and Improvement Committee	National Director Health Protection and Screening Services, Executive Medical Director	27 November 2018	27 November 2021	Policy review Date passed - action underway/required	Overdue for Review - Moderate Risk Presented	<p>Sep 2022 update: An updated policy and procedure has been drafted and discussed at the MDMG in August. This is subject to revision and final sign-off</p> <p>June 2022 update: The Medical Devices Management Group has been established and agreed a workstream with representatives from the group will review the policy and procedure. The Medical Devices Regulation is currently being updated and the UK Government has recently announced (26 June 2022) the MHRA's plans to strengthen the regulation of medical devices. The revised policy and procedure will take account of the strengthened regulations and the Medicines and Medical Devices Act (2021). The review will commence in Sept, and submitted to QSIC 14 December for approval.</p> <p>April 2022: A Medical Devices Management Group was established recently and the review of the policy and procedure will be included on the workplan. Aim for completion in September 2022.</p> <p>October 2021 - PHS is in the process of identifying the capacity to take this forward and will work with Stuart Silcox to establish a working group. Ratified for approval at QSIC 15.01.19. Previously Black 94</p>	14 December 2022 (QSIC)
PHW	Fire safety policy	PHW07	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	19 December 2017	01 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	<p>September update: Policy has been reviewed and anticipating going to Health and Safety Group in October 2022.</p> <p>June 2022 update: Currently being reviewed and to be completed by 30 July 2022.</p> <p>March 2022 update: Policy to be reviewed in April/ May 2022 and updated as required prior to being sent out for consultation. Included in Health and Safety workplan 2022/23. June update: On 27 May 2021, the Board approved revision to QSIC ToR to remit Health and safety matters to QSIC from PODC. As such this policy now falls within the remit of QSIC. 21 April 2021 – PODC approved temporary extension pending full review of the policy. April 2021 update - This policy is still applicable in its current form and a review will take place in 2022. Request temporary extension to the policy to April 2022.</p>	14 December 2022 (QSIC)

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PHW	Fire Safety Procedure	PHW07/TP01	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	19 December 2017	01 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September update: Policy has been reviewed and anticipating going to Health and Safety Group in October 2022. June 2022 update: Currently being reviewed and to be completed by 30 July 2022. March 2022 update: Policy to be reviewed in April/ May 2022 and updated as required prior to being sent out for	14 December 2022 (QSIC)
PHW	Water management policy	PHW64	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	19 December 2017	01 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022 update- Policy to be be agreed at Health and Safety group in October 2022. June 2022 update: Currently being updated prior to being sent out for consultation. March 2022 update: Policy to be reviewed in April/ May 2022 and updated as required prior to being sent out for consultation. Included in Health and Safety workplan 2022/23. June update: On 27 May 2021, the Board approved revision to QSIC ToR to remit Health and safety matters to QSIC from PODC. As such this policy now falls within the remit of QSIC. 1 April 2021 – PODC approved temporary extension pending full review of the policy. April 2021 update - April 2021 update - This policy is still applicable in its current form and a review will take place in 2022. Request temporary extension to the policy to April 2022. 19.12.17 Approved via Chair's action. Replaces Black 67 Waste Management Policy and Yellow 16 Legionella/Legionnaire.	14 December 2022 (QSIC)
PHW	Water management procedure	PHW64-TP01	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	19 December 2017	01 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022 update- Procedure to be be agreed at Health and Safety group in October 2022. June 2022 update: Currently being updated prior to being sent out for consultation. March 2022 update: Procedure to be reviewed in April/ May 2022 and updated as required prior to being sent out for consultation. Included in Health and Safety workplan 2022/23.21 April 2021 – PODC approved temporary extension pending full review of the policy. April 2021 update - April 2021 update - This policy is still applicable in its current form and a review will take place in 2022. Request temporary extension to the policy to April 2022.	14 December 2022 (QSIC)
PHW	Alerts, Safety Notices and Other Guidance policy	PHW30	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 January 2019	15 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Due for approval in December QSIC. June 2022 update: New alerts module in Datix Cloud due in July and subsequent review will take place for approval at QSIC in October. Will be reported to BET on 4 October for recommendation to QSIC for approval on 19 October 2022. March 2022 update: this is the in the process of being update and will be reviewed by the Exec lead in June. It is anticipated that it will be presented to QSIC in October for approval, following the necessary consultation. February 2022: update has been developed and will be submitted to QSIC in May 2022 for approval.	14 December 2022 (QSIC)
PHW	Alerts, Safety Notices and Other Guidance procedure	PHW30/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 January 2019	15 January 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Due for approval in December QSIC. June 2022 update: New alerts module in Datix Cloud due in July and subsequent review will take place for approval at QSIC in October. Will be reported to BET on 4 October for recommendation to QSIC for approval on 19 October 2022. March 2022 update: this is the in the process of being update and will be reviewed by the Exec lead in June. It is anticipated that it will be presented to QSIC in October for approval, following the necessary consultation. February 2022: update has been developed and will be submitted to QSIC in May 2022 for approval.	14 December 2022 (QSIC)
PHW	Incident Management Policy (renamed from Incident Reporting Policy)	PHW32	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	28 March 2019	28 March 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Superceeded by PTR policy above which is due to be approved at QSIC in February 2023 June 2022 update: This policy will be collated in with the Putting Things Right policy and procedures (Currently under review following the Datix Cloud implementation. Submission to QSIC in Jan 2023 following repurposing of QNAHPs and the PTR team) March 2022 update: In draft and awaiting Directorate level approval for submission to July QSIC	15 February 2023 (QSIC)
PHW	Incident Management Procedure (renamed from Incident reporting procedure)	PHW32/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	28 March 2019	28 March 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Superceeded by PTR policy above which is due to be approved at QSIC in February 2023. June 2022 update: This policy will be collated in with the Putting Things Right policy and procedures (Currently under review following the Datix Cloud implementation. Submission to QSIC in Jan 2023 following repurposing of QNAHPs and the PTR team) March 2022 update: In draft and awaiting Directorate level approval for submission to July QSIC	15 February 2023 (QSIC)
PHW	Prevent policy and referral process	Unknown	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	27 May 2015	27 May 2018	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	Sep 2022 update: An updated policy and procedure has been drafted and discussed at the MDMG in August. This is subject to revision and final sign-off June 2022 update: The Medical Devices Management Group has been established and agreed a workstream with representatives from the group will review the policy and procedure. The Medical Devices Regulation is currently being updated and the UK Government has recently announced (26 June 2022) the MHRA's plans to strengthen the	15 February 2023 (QSIC)
PHW	Consent to Examination, Screening or Intervention policy	PHW59	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	16 May 2017	01 May 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Angela Cook now assumed responsibility for progression of this policy review. A draft policy has now been created based on the work of the All Wales group and will be presented to QSIC in December 2022. June 2022 update: Currently working with the All Wales consent group to establish a PHW position. This policy will be revised in readiness for the next All Wales consent group in September and progressed to QSIC in December for approval: March 2022 update: Currently being reviewed and will be ready for QSIC July 2022 October 2021 - No further update at present due to ongoing work and timelines.	15 February 2023 (QSIC)

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PHW	Putting Things Right - Handling Concerns Policy	PHW15	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	27 September 2018	27 September 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022 update: Due to be Superseded by a PTR policy, complaints procedure and redress procedure. Due to be approved at February QSIC. June 2022 update: Currently under review following the Datix Cloud implementation. Submission to QSIC in Jan 2023 following repurposing of QNAHPs and the PTR team March 2022 update: In draft and awaiting Directorate level approval for submission to July QSIC	15 February 2023 (QSIC)
PHW	Putting Things Right - Handling Concerns Procedure	PHW15/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	27 September 2018	27 September 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022 update: Superseded by PTR policy, complaints procedure and redress procedure. Due to be approved at February QSIC. June 2022 update: Currently under review following the Datix Cloud implementation. Submission to QSIC in Jan 2023 following repurposing of QNAHPs and the PTR team March 2022 update: In draft and awaiting Directorate level approval for submission to July QSIC	15 February 2023 (QSIC)
PHW	Infection Prevention and control policy	PHW27	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	16 April 2019	16 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: New postholder in place and planned for approval in QSIC in February 2023. June 2022 update: Policy under review but delayed due to the IP&C vacancy March 2022 update: Due for review by July 2022. New lead for IPC. To be raised in IPC group meeting on 18th Jan 2022. To be reviewed and updated.	15 February 2023 (QSIC)
PHW	Decontamination policy	PHW28	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	16 April 2019	16 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: New postholder in place and planned for approval in QSIC in February 2023. June 2022 update: Policy under review but delayed due to the IP&C vacancy March 2022 update: Due for review by July 2022. New lead for IPC. To be raised in IPC group meeting on 18th Jan 2022. To be reviewed and updated.	15 February 2023 (QSIC)
PHW	Decontamination procedure	PHW28/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	16 April 2019	16 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: New postholder in place and planned for approval in QSIC in February 2023. June 2022 update: Policy under review but delayed due to the IP&C vacancy March 2022 update: Due for review by July 2022. New lead for IPC. To be raised in IPC group meeting on 18th Jan 2022. To be reviewed and updated.	15 February 2023 (QSIC)
PHW	Managing allegations of abuse by staff procedure	PHW03/TP04	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	04 October 2018	04 October 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Procedure due to be submitted for approval- QSIC in October 2022. June 2022 update: Procedure has been reviewed and updated. Currently consulting with People and OD, prior to commencing full consultation. Will be reported to BET on 4 October for recommendation to QSIC for approval on 19 October 2022. March 2022 update: Policy Workshop Schedule for 22/23 will be agreed by the beginning of May October 2021- This procedure is on the P&OD review schedule for 2022	19 October 2022 (QSIC)
PHW	Radiation Safety Policy	PHW26	Quality, Safety and Improvement Committee	National Director Health Protection and Screening Services, Executive Medical Director	24 October 2018	24 October 2021	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	September 2022: Due to go to October QSIC approval following consultation in July June 2022 update: Radiation Policy and procedures approved by Programme Board in May 2022. Up for staff consultation in June/July. To be submitted to BET in August, with aim to be approved at QSIC 19 October 2022.	19 October 2022 (QSIC)
PHW	Safeguarding policy	PHW03	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 February 2022	15 February 2023	Policy in Date	Approved		In date
PHW	Adults at Risk procedure	PHW03/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 February 2022	15 February 2023	Policy in Date	Approved		In date
PHW	Children at Risk procedure	PHW03/TP02	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 February 2022	15 February 2023	Policy in Date	Approved		In date

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PHW	Violence against Women, Domestic Abuse and sexual violence procedure	PHW03/TP03	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	15 February 2022	15 February 2023	Policy in Date	Approved		In date
PHW	Exposure Injury (including needle stick injury) and Safe Management of Sharps Policy	PHW77	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	14 April 2021	14 April 2024	Policy in Date	Approved		In date
PHW	Exposure Injury (including needle stick injury) and Safe Management of Sharps Procedure	PHW77/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	14 April 2021	14 April 2024	Policy in Date	Approved		In date
PHW	Outbreak Management Policy	PHW40	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	10 November 2021	10 November 2024	Policy in Date	Approved		In date
PHW	Outbreak Management Procedure	PHW40/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	10 November 2021	10 November 2024	Policy in Date	Approved		In date
PHW	Health and Safety Policy	PHW10	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	20 July 2022	20 July 2025	Policy in Date	Approved		In date
PHW	Claims Management Policy	PHW16	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	20 July 2022	20 July 2025	Policy in Date	Approved		In date
PHW	Claims Management Procedure	PHW16/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	20 July 2022	20 July 2025	Policy in Date	Approved		In date
PHW	Quality and Clinical Audit Procedure	PHW/STP06	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	20 July 2022	20 July 2025	Policy in Date	Approved		In date