

Corporate Policies, Procedures - Extract

Policy title	Policy ref.	Approving body (from Annex within Policy for Policies)	Accountable Executive Lead (Select from dropdown)	Policy Lead/Author	V	Approval date	Review date due	Status	Rag Status	Updates from quarterly reviews	Expected Date for issuing of revised policy
Putting Things Right - Handling Concerns Policy	PHW15	Quality, Safety and Improvement	Executive Director of Quality, Nursing and Allied Health	Francesca Thomas	2	27 September 2018	27 September 2021	Policy review Date passed - action	Overdue for Review - Low Risk Presented	May 2023 Update Has been out for consultation, currently with the Leadership Team to endorse the policy for final approval at May QSI	16.05.23 (QSI)
Putting Things Right - Handling Concerns Procedure	PHW15/TP01	Quality, Safety and Improvement	Executive Director of Quality, Nursing and Allied Health	Francesca Thomas	1	27 September 2018	27 September 2021	Policy review Date passed - action	Overdue for Review - Low Risk Presented	May 2023 Update Has been out for consultation, currently with the Leadership Team to endorse the policy for final approval at May QSI	16.05.23 (QSI)
Infection Prevention and control policy	PHW27	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Jennie Leleux	2	16 April 2019	16 April 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	April 2023 Update Leadership Team have endorsed the policy for final approval at May QSI November 2022 update: Currently progressing with planned approval estimated for QSI in February September 2022: New postholder in place and planned for approval in QSI in February 2023. June 2022 update: Policy under review but delayed due to the IP&C vacancy	16.05.23 (QSI)
Prevent policy and referral process	PHW60	Quality, Safety and Improvement	Executive Director of Quality, Nursing and Allied Health	Ian Smith	0e	27 May 2015	27 May 2018	Policy review Date passed - action	Overdue for Review - Low Risk Presented	May 2023 Update Has been out for consultation, currently with the Leadership Team to endorse the policy for final approval at May QSI November 2022 update: On track for approval in Feb 2023 QSI	16.05.23 (QSI)
Safeguarding policy	PHW03	Quality, Safety and Improvement	Executive Director of Quality, Nursing and Allied Health	Donna Newell	1	15 February 2022	15 February 2023	Policy review Date passed - action	Overdue for Review - Low Risk Presented	April 2023 Update Currently under review will go out for comments and consultation 2nd week of May in anticipation of approval at July QSI	18.07.23 (QSI)
Adults at Risk procedure	PHW03/TP01	Quality, Safety and Improvement	Executive Director of Quality, Nursing and Allied Health	Donna Newell	1	15 February 2022	15 February 2023	Policy review Date passed - action	Overdue for Review - Low Risk Presented	April 2023 Update Currently under review will go out for comments and consultation 2nd week of May in anticipation of approval at July QSI	18.07.23 (QSI)
Children at Risk procedure	PHW03/TP02	Quality, Safety and Improvement	Executive Director of Quality, Nursing and Allied Health	Donna Newell	1	15 February 2022	15 February 2023	Policy review Date passed - action	Overdue for Review - Low Risk Presented	April 2023 Update Currently under review will go out for comments and consultation 2nd week of May in anticipation of approval at July QSI	18.07.23 (QSI)
Violence against Women, Domestic Abuse and sexual violence procedure	PHW03/TP03	Quality, Safety and Improvement	Executive Director of Quality, Nursing and Allied Health	Donna Newell	1	15 February 2022	15 February 2023	Policy review Date passed - action	Overdue for Review - Low Risk Presented	April 2023 Update Currently under review will go out for comments and consultation 2nd week of May in anticipation of approval at July QSI	18.07.23 (QSI)
Decontamination policy	PHW28	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Jennie Leleux	3	16 April 2019	16 April 2022	Policy review Date passed - action underway	Overdue for Review - Low Risk Presented	April 2023 Update database May 2023. November 2022 update: Currently progressing with planned approval estimated for QSI in February	18.07.23 (QSI)

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Incident Management Policy	PHW32	Quality, Safety and Improvement	Executive Director of Quality, Nursing and Allied Health	John Lawson	2	28 March 2019	28 March 2022	Policy review Date passed - action	Overdue for Review - Low Risk Presented	April 2023 Update Out for consultation, aiming for July QSIC approval November 2022 update Superceded by PTR policy above which is due to be approved at QSIC in February 2023	18.07.23 (QSIC)
Incident Management Procedure	PHW32/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	John Lawson	2	28 March 2019	28 March 2022	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	April 2023 Update Current out for consultation, aiming for July QSIC approval November 2022 update: Superceded by PTR policy above which is due to be approved at QSIC in February 2023	18.07.23 (QSIC)
Medical Devices and Equipment Management Policy	PHW69	Quality, Safety and Improvement Committee	National Director Health Protection and Screening Services, Executive Medical Director		2	27 November 2018	27 November 2021	Policy review Date passed - action underway/required	Overdue for Review - Medium Risk Presented	April 2023 Update Responsibility for medical devices is transitioning to HPSS. The first MDMG under this arrangement was held on 17 March where the policy and procedure were discussed. Both are being reviewed against MHRA guidance, the Group are to review changes and agree new author at the following meeting on the 7th June. Following this, it will be issued for consultation in line with the process and submitted to July QSIC for final approval November 2022 update: The Policy and Procedure were reviewed by the Medical Devices Management Group in August 2022 and minor changes are being made to the existing policy. New regulations for medical devices are being introduced, but these do not come into effect until 2024, at which point the policy will be reviewed in light of the changes. June 2022 update: The MDMG 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).	18.07.23 (QSIC)
Medicines management policy and code of practice	PHW26	Quality, Safety and Improvement Committee	National Director Health Protection and Screening Services, Executive Medical Director		1	31 January 2013	31 January 2016	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	April 2023 Update: update to policy is progressing and is near completion. To be considered by the OMD at a meeting on the 26th May and will then be issued for consultation in line with the process. Will be issued for approval at the July QSIC November 2022 update: Review of this procedure is in progress and a draft anticipated on the next few weeks 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. 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	18.07.23 (QSIC)

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Waste management policy	PHW63	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations and Finance	Mark Parsons	3	19 December 2017	30 September 2020	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	April 2023 Update Under joint review by Facilities / IPC lead for relevant areas due to clinical and non clinical aspects and to be reviewed in line with new regulations. Aiming for approval at October QSIC meeting November 2022 update: Update as per March 2022. Low risk presented and existing policy remains relevant.	12.10.23 (QSIC)
Uniform/Dress code policy	PHW46	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Karen Jones/Bev Gregory	0d	14 January 2016	01 January 2019	Policy review Date passed - action underway/required	Overdue for Review - Low Risk Presented	April 2023 Update - No further update, still awaiting a statement from the CNO November 2022 update: Currently under review with WG and the CNO. Update requested but no response to date June 2022 - September 2022: Currently under review with WG and the CNO.	
Outbreak Management Policy	PHW40	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Karen Jones, Infection Prevention and Control	2	10 November 2021	10 November 2024	Policy in Date	Approved		
Radiation Safety Policy	PHW26	Quality, Safety and Improvement Committee	National Director Health Protection Executive	Anna Birch	4	19 October 2022	19 October 2025	Policy in Date	Approved		
Consent to Examination and Treatment Policy	AW17	Quality, Safety and Improvement Committee	Director of Quality, Nursing and Allied Health Professionals	Angela Cook	2	15 February 2023	15 February 2026	Policy in Date	Approved		
Managing allegations of abuse by staff procedure	PHW03/TP04	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	HR Lead/ Safe Guarding Lead - Ian Smith	2	19 October 2022	19 October 2025	Policy in Date	Approved		
Fire safety policy	PHW07	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations	Mark Parsons	3	14 December 2022	14 December 2025	Policy in Date	Approved		
Fire Safety Procedure	PHW07/TP01	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations	Mark Parsons	3	05 December 2022	05 February 2025	Policy in Date	Approved		
Health and Safety Policy	PHW10	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations	Nicola White and Mark Parsons	3	20 July 2022	20 July 2025	Policy in Date	Approved		

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Claims Management Policy	PHW16	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Sharon Atkins (Corporate Services Manager)	3	20 July 2022	20 July 2025	Policy in Date	Approved		
Claims Management Procedure	PHW16/TP01	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Sharon Atkins (Corporate Services Manager)	2	20 July 2022	20 July 2025	Policy in Date	Approved		
Alerts, Safety Notices and Other Guidance policy	PHW30	Quality, Safety and Improvement Committee	Executive Director of Quality, Nursing and Allied Health Professionals	Angela Cook	3	15 February 2023	15 February 2026	Policy in Date	Approved		
Water management policy	PHW64	Quality, Safety and Improvement Committee	Deputy Chief Executive / Executive Director of Operations	Mark Parsons	3	05 December 2022	05 December 2025	Policy in Date	Approved		
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		1	14 April 2021	14 April 2024	Policy in Date	Approved		