| **hyperlink** | **Document Details** | **Changes/ Reason for Update** | **WH&C have own policy** | **Applicable to WH&C** | **Area document relevant to** | **Date document made live** | **Version Number** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [Admission, Transfer and Discharge (ATD) Policy for Adult Patients in the Acute Trust](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Admission%20Discharge%20Transfer%20-%20%20patient%20flow,%20escalation,%20booking,%20elective%20access,%20choice%20,%20same%20sex\Admission,%20Transfer%20and%20Discharge%20(ATD)%20Policy%20for%20Adult%20Patients%20in%20the%20Acute%20Trust.docx) | The purpose of this policy is to place the patient, their family or carers at the heart of the admission, transfer and discharge process, ensuring that patients are cared for with dignity and respect in the right place at the right time to best meet their needs. | minor change made 06.06.17 - addition of section - Pregnant Women It is essential that when any woman who is pregnant that any safeguarding concerns are considered for the Unborn baby and that the midwifery service within the hospital are notified of any admission, any transfer within the hospital or to another hospital and when they are discharged. This can be done by contacting the Maternity bleepholder on 1465  If there are any safeguarding concerns for the Unborn baby or the Unborn baby is subject to a child protection plan (when born) then the mother must not be discharged until confirmed safe to do so. This can be discussed with the mother’s Community Midwife or the Safeguarding Midwife. | No |  | All Staff | 06/06/17 | 4.0 |
| [Audiometry and Rehabilitation in Adult Audiology Clinical Competency](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Competencies\Audiometry%20and%20Rehabilitation%20in%20Adult%20Audiology%20Clinical%20Competency.docx) | For audiologists (students and qualified), within the Trust, acute and community services in and around Wiltshire to provided evidence of competence to undertake safe audiometry and rehabilitation for the adult population. These competencies will be benchmarked against the British Society of Audiology(BSA) , British Academy of Audiology (BAA) recommended procedures and departmental specific guidelines. | Full review - June 2017 | No | No | Audiologists working in Adult Audiology Services | 21/06/17 | 1.0 |
| [Safe Handling and Administration of Biological Therapies (Adults) Clinical Competency](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Competencies\Safe%20Handling%20and%20Administration%20of%20Biological%20Therapies%20(Adults)%20Clinical%20Competency.docx) | This competency is intended for all Registered Nurses who are involved in the handling and administration of biological therapies within the Great Western Hospitals NHS Foundation Trust (the Trust). For the purposes of this competency, this includes Ailesbury ward at Savernake Hospital. | Full review - June 2017 |  | No | Registered Nurses who work in an area that administers biological therapies within the Trust. | 14/06/17 | 1.0 |
| [Assisting with an Emergency Intubation and Managing Subsequent Mechanical Ventilation of Patients in Specialist Areas Clinical Competency](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Competencies\Assisting%20with%20an%20Emergency%20Intubation%20and%20Managing%20Subsequent%20Mechanical%20Ventilation%20of%20Patients%20in%20Specialist%20Areas%20Clinical%20Competency.docx) | To ensure patient safety and employee competence when caring for a patient requiring emergency intubation and subsequent mechanical ventilation within CCU /ED | New document- full review June 2017 | No | No | Registered Nursing and Medical employees in Critical Care Unit (CCU) Emergency Department (ED), outreach team and MET who have been deemed competent | 19/06/17 | 1.0 |
| [Re-catheterisation of a Supra-pubic  Catheter (Adult) Clinical Competency](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Competencies\Re-catheterisation%20of%20a%20Supra-pubic%20Catheter%20(Adult)%20Clinical%20Competency.docx) | This document will be used to assess the competency of practitioners undertaking the re-catheterisation of a supra-pubic catheter | Full review June 2017 | No | Yes | All Trust employees who are employed as Registered Practitioners; Assistant Practitioners; and Emergency Department Assistants within the Acute and Community services in and around Wiltshire | 14/06/17 | 1.0 |
| [Data Quality Policy](file:///\\SRV23\T_Drive\Trust-wide%20Documents\IT%20and%20Informatics\Data%20Quality%20Policy.docx) | This document summarise the data quality monitoring and testing that will be undertaken by the Trust Information Department on the main corporate patient activity systems in the Trust to ensure data quality and completeness levels meet the standards required. | Full review -May 2017 | No | Yes | This Policy applies to all employees including locum, agency workers, bank workers, volunteers, contractors, governors or suppliers (hereby referred to as employees) | 14/06/17 | 4.0 |
| [Nurse Performing Dermatological Minor Surgical Procedures for Adults in the Dermatology Department in Great Western Hospital (GWH) Clinical Competency](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Competencies\Nurse%20Performing%20Dermatological%20Minor%20Surgical%20Procedures%20for%20Adults%20in%20the%20Dermatology%20Department%20in%20Great%20Western%20Hospital%20(GWH).docx) | For healthcare Practitioners within the Dermatology Department at The Great Western Hospitals NHS Foundation Trust to be able to undertake dermatological minor procedures. | full review May 2017 | No | No | Dermatology employees | 12/06/17 | 1.0 |
| [Equipment Asset Management Procedure](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Equipment%20-%20%20CAS,%20Hemocue%20etc\Equipment%20Asset%20Management%20Procedure.docx) | This procedure details the Trust process to ensure assets, as defined in KD002 Asset Definitions List, are managed through their life cycle. It creates a register of assets to support asset management. To provide information to on the existence, location and details of all assets. | Full review - June 2017 | No | Yes | • All employees directly employed by the Trust, whether permanent, part-time or temporary (including fixed-term contract). It applies equally to all others working for the Trust, including private-sector, voluntary-sector, bank, agency, locum, and secondees. For simplicity, they are referred to as ‘employees’ throughout this policy. | 28/06/17 | 1.0 |
| [Fraud and Corruption Policy](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Finance\Fraud%20and%20Corruption%20Policy.docx) | This document sets out the Great Western Hospitals NHS Foundation Trust’s policy and advice to employees in dealing with fraud or suspected fraud. This policy also sets out the arrangements made in the Trust for such concerns to be raised by employees or members of the public. | Minor changes to update Local Counter Fraud Specialist name and contact details |  |  | This Policy applies to all workforce including locum, agency workers, bank workers, volunteers, contractors or suppliers (hereby referred to as employees) and anyone else to report any concerns they may have regarding fraud or bribery concerns which may cause a loss to the NHS. | 22/06/17 | 5.0 |
| [Insertion and Maintenance of an Intravenous Cannula Competency](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Competencies\Insertion%20and%20Maintenance%20of%20an%20Intravenous%20Cannula%20Clinical%20Competency.docx) | Competency for the Insertion and Maintenance of an Intravenous Cannula | full review May 2017 | No | Yes | For Physicians, Registered Nurses, Midwives, Operating Department Practitioners, Assistant Practitioners and Emergency Department Assistants within the Trust, Acute and community services in and around Wiltshire. | 09/06/17 | 1.0 |
| [Medical Equipment Management Policy](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Equipment%20-%20%20CAS,%20Hemocue%20etc\Medical%20Equipment%20Management%20Policy.docx) | This Policy defines the process for the acquisition and life cycle management of medical equipment in the Trust. | full review May 2017 | No | Yes | • All employees directly employed by the Trust, whether permanent, part-time or temporary (including fixed-term contract). It applies equally to all others working for the Trust, including private-sector, voluntary-sector, bank, agency, locum, and secondees. For simplicity, they are referred to as ‘employees’ throughout this policy. | 06/06/17 | 1.0 |
| [Management of Sharps/Contamination Incidents Policy](file:///\\SRV23\T_Drive\Trust-wide%20Documents\HR%20&%20Workforce%20%20-%20leave,%20conduct,%20absence,%20sickness,%20CPD,%20%20performance,%20induction,%20Bank,%20etc\Management%20of%20Sharps%20Contamination%20Incidents%20Policy.docx) | This procedure sets out the means by which the Trust will comply with UK Health Departments guidance in relation to the management of sharps or contamination injuries. | Full review June 2017 | No | Yes | • All employees directly employed by the Trust, whether permanent, part-time or temporary (including fixed-term contract). It applies equally to all others working for the Trust, including private-sector, voluntary-sector, bank, agency, locum, and secondees. For simplicity, they are referred to as ‘employees’ throughout this policy. | 15/06/17 | 1.0 |
| [Haemofiltration in Specialist Areas Critical Care Unit (CCU) Adult Clinical Competency](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Competencies\Haemofiltration%20in%20Specialist%20Areas%20Critical%20Care%20Unit%20(CCU)%20Adult%20Clinical%20Competency.docx) | To ensure patient safety and employee competence when managing patients who require hemofiltration in the Critical Care Unit at the Great Western Hospitals NHS Foundation Trust (the Trust) | Full review June 2017 | No | No | Registered practitioners working in CCU | 14/06/17 | 1.0 |
| [Use of Platelets, Fresh Frozen Plasma and other Blood Components and Blood Products Clinical Guideline Trustwide](file:///\\SRV23\T_Drive\Trust-wide%20Documents\Blood%20-%20%20Transfusion,%20Issue,%20Ordering,%20Emergency,%20Haemorrhage,%20Jehovahs%20Witnesses\Use%20of%20Platelets,%20Fresh%20Frozen%20Plasma%20and%20other%20Blood%20Components%20and%20Blood%20Products%20Clinical%20Guideline%20Trustwide.docx) | This document is intended to give clinicians guidance on the appropriate use of blood components and blood products, including platelets, fresh frozen plasma (FFP), cryoprecipitate (Cryo) & Anti-D. It will aid the clinician in selecting the correct blood component for the patient, how to request the component & how to monitor response to transfusion. For more information on the use of red blood cell transfusion please refer to “Trustwide Use of Red Cell Transfusion Clinical Guideline | full review June 2017- replaces Blood Components and Blood Products Clinical Guideline | No | No | All employees involved in the requesting, authorisation and administration of blood components and blood products | 20/06/17 | 1.0 |