| **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** |
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| [Administration of Infliximab for the Treatment of Inflammatory Arthritis, Rheumatoid Arthritis, Psoriatic Arthritis and Anklyosing Spondylitis (Rheumatology Department) Protocol](file:///T:\Trust-wide%20Documents\Rheumatology%20Department\Administration%20of%20Infliximab%20for%20Treatment%20of%20Arthritis%20Rheumatoid%20Arthritis%20Psoriatic%20Arthritis%20%20Anklyosing.docx) | This document lays out the process and provides information to ensure the safe prescribing and administration of Infliximab for the treatment of Inflammatory Arthritis, Rheumatoid Arthritis, Psoriatic Arthritis and Anklyosing Spondylitis at the Great Western Hospitals NHS Foundation Trust (The Trust). | full review July 2017- Live August 2017 | No | No | All Clinical Employees | 21/08/17 | 1.0 |
| [Administration of Intravenous Methylprednisolone for the Treatment of Acute Flares of Inflammatory Arthritis, Connective Tissue Diseases, Bechets and Vasculitis (Rheumatology Department) Protocol](file:///T:\Trust-wide%20Documents\Rheumatology%20Department\Administration%20of%20Intravenous%20Methylprednisolone%20for%20the%20Treatment%20of%20Acute%20Flares%20of%20Inflammatory%20Arthritis,%20Connective%20Tissue%20Diseases,%20Bechets%20and%20Vasculitis%20(Rheumatology%20Department)%20Protocol.docx) | This document lays out the process and provides information to ensure the safe prescribing and administration of Intravenous (IV) Methylprednisolone for the treatment of acute flares of inflammatory arthritis, connective tissue diseases, bechets and vasculitis at the Great Western Hospitals NHS Foundation Trust (The Trust). | Full review July 2017 | No | No | All Clinical Employees | 16/08/17 | 1.0 |
| [Administration of Pamidronate for the Treatment of Pagets Disease and Osteoporosis (Rheumatology Department) Protocol](file:///T:\Trust-wide%20Documents\Rheumatology%20Department\Administration%20of%20Pamidronate%20for%20the%20Treatment%20of%20Pagets%20Disease%20and%20Osteoporosis%20(Rheumatology%20Department)%20Protocol.docx) | This document lays out the process and provides information to ensure the safe prescribing and administration of Pamidronate at the Great Western Hospitals NHS Foundation Trust (The Trust). | full review July 2017 - Live August 2017 | No | No | All Clinical Employees | 17/08/17 | 1.0 |
| [Administration of Rituximab for the Treatment of Rheumatoid Arthritis, Systemic Lupus Erythematosus and Systemic Vasculitis (Rheumatology Department) Protocol](file:///T:\Trust-wide%20Documents\Rheumatology%20Department\Administration%20of%20Rituximab%20for%20the%20Treatment%20of%20Rheumatoid%20Arthritis%20Systemic%20Lupus%20Erythematosus%20and%20Systemic%20Vasculitis%20(Rheumatology%20Depart.docx) | This document lays out the process and provides information to ensure the safe prescribing and administration of Rituximab at the Great Western Hospitals NHS Foundation Trust (The Trust). | full review July 2017- Live August 2017 | No | No | All Clinical Employees | 16/08/17 | 1.0 |
| [Administration of Tociluzimab for the Treatment of Rheumatoid Arthritis (Rheumatology Department) Protocol](file:///C:\Trust-wide%20Documents\Rheumatology%20Department\Administration%20of%20Tociluzimab%20for%20the%20Treatment%20of%20Rheumatoid%20Arthritis%20(Rheumatology%20Department)%20Protocol.docx) | This document lays out the process and provides information to ensure the safe prescribing and administration of Tociluzimab for the treatment of Rheumatoid Arthritis at the Great Western Hospitals NHS Foundation Trust (The Trust). | Full review July 2017 - Live August 2017 | No | No | All Clinical Employees | 16/08/17 | 1.0 |
| [Administration of Zolendronate for the Treatment of Osteoporosis (Rheumatology Department) Protocol](file:///C:\Trust-wide%20Documents\Rheumatology%20Department\Administration%20of%20Zolendronate%20for%20the%20Treatment%20of%20Osteoporosis%20(Rheumatology%20Department)%20Protocol.docx) | This document lays out the process and provides information to ensure the safe prescribing and administration of Zolendronate at the Great Western Hospitals NHS Foundation Trust (the Trust). | Full review July 2017- Live August 2017 | No | No | All Clinical Employees | 16/08/17 | 1.0 |
| [Claims Management Policy and Procedure](file:///T:\Trust-wide%20Documents\Legal%20Services\Claims%20Management%20Policy%20and%20Procedure.docx) | This policy is based on a template published by the NHS Litigation Authority (NHSLA) and describes how the Great Western Hospitals NHS Foundation Trust manages legal claims. | Full review June 2017- Live August 2017 |  |  | This document is specifically for the Legal Services Team | 03/08/17 | 1.0 |
| [Code of Conduct for Employees in Respect of Confidentiality Policy](file:///C:\Trust-wide%20Documents\HR%20&%20Workforce%20%20-%20leave,%20conduct,%20absence,%20sickness,%20CPD,%20%20performance,%20induction,%20Bank,%20etc\Code%20of%20Conduct%20for%20Employees%20in%20Respect%20of%20Confidentiality%20Policy.docx) | This policy defines the code of conduct expected of Trust employees in relation to confidentiality. It has been produced to protect employees by making them aware of the correct procedures so that they do not inadvertently breach their legal duty of confidentiality, or allow others to do so, or attempt to breach any of the Trusts security systems or controls in order to do so. | Full review and live August 2017 | No | Yes | All Trust Employees | 21/08/17 | 1.0 |
| [Decontamination of Flexible Endoscopes Policy](file:///T:\Trust-wide%20Documents\Infection%20Prevention%20&%20Control\Decontamination%20of%20Flexible%20Endoscopes%20Policy.docx) | This Policy and Procedure details the process for the decontamination of Endoscopes | Full review June -16. Delayed ratification so only published August 2017. | No | No | Designated Decontamination Users | 10/08/17 | 1.0 |
| [Female Genital Mutilation (Known as FGM) Policy](file:///C:\Trust-wide%20Documents\Safeguarding\Female%20Genital%20Mutilation%20(Known%20as%20FGM)%20Policy.docx) | This policy outlines the legislation, principles and guidance that inform the practice of health professionals in all areas of the hospital and specifically those providing maternity services to women and their children in relation to the practice of Female Genital Mutilation (FGM). | New document - Live August 2017 | No | Yes | This policy applies to all Healthcare Professionals (HCP) working within the Great Western Hospital NHS Foundation Trust | 17/08/17 | 1.0 |
| [Funded Funerals for Adults and Stillbirth / Neonatal Death Policy and Procedure - Trustwide](file:///T:\Trust-wide%20Documents\End%20of%20Life,%20TEP,%20DNAR,%20Resus,%20Deteriorating%20Adult,%20Care%20of%20Deceased%20and%20Dying,%20Mortuary\Funded%20Funerals%20for%20Adults%20and%20Stillbirth%20Neonatal%20Death%20Policy%20and%20Procedure%20-%20Trustwide.docx) | This document sets out the policy and procedure to ensure a proper and professional response where an in-patient has died and there are no Next of Kin (NoK) to undertake the funeral arrangements or the NoK have identified that they have no available funds to pay for the funeral. | New document - full review July 2017- Live August 2017 | No | No | All employees working within Patient Advice and Liaison Service (PALS), the Cashiers Office, wards, Chaplaincy and Mortuary and Bereavement Services 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 working in the above areas.  This policy including those who are ward managers or bereavement services employees on behalf of Wiltshire Health and Care  For simplicity, they are referred to as ‘employees’ throughout this policy | 14/08/17 | 1.0 |
| [Health and Safety Policy](file:///T:\Trust-wide%20Documents\Health%20&%20Safety\Health%20and%20Safety%20Policy.docx) | The purpose of this policy is to document the Statement of Commitment to health & Safety by the Trust Board, to identify the organisational responsibilities and general Health & Safety arrangements | Current statement of commitment added August 2017 |  | 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. | 22/08/17 | 11.0 |
| [Intrapartum Guidelines](file:///C:\Trust-wide%20Documents\Maternity%20%20-%20Women's%20&%20Children's\Intrapartum%20Guidelines.docx) | Intrapartum Guidelines for Maternity Services | Due to NICE guidance additional update ref CG190 – Intrapartum Care (they did extraordinary review as last one was not safe) Chapter 8 of Intrapartum Guidance has been updated/amended. | No | No | Maternity employees | 22/08/17 | 8.0 |
| [Intrathecal Chemotherapy for Adults Policy](file:///C:\Trust-wide%20Documents\Chemotherapy,%20Cancer%20and%20Oncology\Intrathecal%20Chemotherapy%20for%20Adults%20Policy.docx) | The accidental administration of vinca alkaloids (vincristine, vinblastine, vinorelbine and vindesine) by the intrathecal route is almost always fatal. In order to prevent the inadvertent intrathecal administration of vinca alkaloids, the following procedure must be followed at all times within the Trust | Minor changes August 2017  section 2.12 and Appendix E | No | No | • 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. | 17/08/17 | 5.0 |
| [Isolation Policy](file:///T:\Trust-wide%20Documents\Infection%20Prevention%20&%20Control\Isolation%20Policy.docx) | This document is to provide clear guidance for Great Western Hospitals NHS Foundation Trust (the Trust) employees, working where healthcare is delivered, on the containment of, clinically significant, micro- organisms and transmissible infections. | minor changes made August 2017 • Added PCP information  • Added additional references to the list  • Amended and deleted meningitis information. | No | Yes | All Staff. Implementation is within all wards/departments and health care settings within the Trust including in-patient and out-patient areas, patient homes and community clinics and other organisations where Service Level Agreements (SLAs) are in place. This policy will also apply to non clinical staff, such as house keeping and maintenance staff when working within a clinical area. | 02/08/17 | 2.0 |
| [Oral Care for Adults with Palliative Care Needs Clinical Guideline - Trustwide](file:///C:\Trust-wide%20Documents\End%20of%20Life,%20TEP,%20DNAR,%20Resus,%20Deteriorating%20Adult,%20Care%20of%20Deceased%20and%20Dying,%20Mortuary\Oral%20Care%20for%20Adults%20with%20Palliative%20Care%20Needs%20Clinical%20Guideline%20-%20Trustwide.docx) | One of the most distressing symptoms experienced by patients living with advanced and progressive disease is that of a painful and/or dry mouth The requirement for an individual plan of care, including mouth care is a key priority identified by the Leadership Alliance for the Care of Dying People (LACDP) (Ref 4). | Full review- Live August 2017 | No | Yes | All employees providing palliative care | 14/08/17 | 1.0 |
| [Retention of Records Policy](file:///C:\Trust-wide%20Documents\Health%20Records\Retention%20of%20Records%20Policy.docx) | The purpose of this document is to provide information relating to the retention, destruction, disposal, storage, and archiving of records belonging to Great Western Hospitals NHS Foundation Trust, and to provide a reference for staff with responsibility for managing such records. | small change made to section 2.3 Live August 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. | 02/08/17 | 2.0 |
| [Safe Handling & Disposal of Sharps Policy Trustwide](file:///T:\Trust-wide%20Documents\Infection%20Prevention%20&%20Control\Safe%20Handling%20and%20Disposal%20of%20Sharps%20Policy%20Trustwide.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 July 2017 - Live August 2017 | No | Yes | All employees directly employed by the Trust, (including those who deliver services on behalf of Wiltshire Health and Care) 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 | 03/08/17 | 1.0 |
| [Subcutaneous Denosumab Prescribing and Administrating Clinical Guidelines](file:///T:\Trust-wide%20Documents\Chemotherapy,%20Cancer%20and%20Oncology\Subcutaneous%20Denosumab%20Prescribing%20and%20Administration%20Clinical%20Guideline.docx) | Subcutaneous Denosumab Prescribing and Administrating Clinical Guideline | full review - Live August 2017 | No | No | All Clinical employees | 17/08/17 | 1.0 |