**List of Policies and Procedures made live May 2017**

| **Name of Document** | **Hyperlink** | **Details of document** | **Who does it apply to** | **What version is it** | **Date went live** | **Any specific changes to be aware of** | **WH&C to use** | **SCHS to use** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grievance Resolution Policy** | [Grievance Resolution Policy](file:///T:\Trust-wide%20Documents\HR%20&%20Workforce%20%20-%20leave,%20conduct,%20absence,%20sickness,%20CPD,%20%20performance,%20induction,%20Bank,%20etc\Grievance%20Resolution%20Policy.docx) | This policy provides a framework for guidance on how to resolve a concern / grievance. | 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. | 2.0 | 16/05/17 | Appendix C (Formal Grievance Notification Form) added to document | Yes | No. protected under TUPE |
| **Policy and Procedural Document Template** | Policy and [Procedural](file:///T:\Trust-wide%20Documents\Templates%20and%20Policy%20Governance\Policy%20Procedure%20Guideline%20Template.docx) Document Template | This is a template for writing policies and procedural document. For advice contact Hayley Aplin, Risk and Governance Facilitator | those writing a policy and procedure | 2.0 | 03/05/2017 | Revision made to include June Foster as a Mandatory consultee for WH&C and to ensure the maytarget audience includes WH&C | No | Yes |
| **Prevention and Management of Baby/Child Abduction Policy** | Prevention and [Management](file:///T:\Trust-wide%20Documents\Maternity%20%20-%20Women's%20&%20Children's\Prevention%20and%20Management%20of%20Baby%20or%20Child%20Abduction%20Policy.docx) of Baby/Child Abduction Policy | This policy outlines Great Western Hospitals NHS Foundation Trust (the Trust) operational security procedures in place within its in-patient areas of the Maternity Unit (Delivery Suite, White Horse Birth Centre and Hazel Ward), SCBU & Children’s Ward and actions to be taken and responsibility in the event of a suspected/confirmed baby/child abduction. | All Maternity Employees, Site managers, Switchboard, Associate Medical Director of Women, Children’s & Sexual Health. Divisional Director of Women, Children’s & Sexual Health  Carillion Ltd Security Guards | 1.0 | 24/05/2017 | New document | No | Yes if applicable |
| **Safeguarding Adults at Risk Supervision Policy** | [Safeguarding Adults at Risk Supervision Policy](file:///T:\Trust-wide%20Documents\Safeguarding\Safeguarding%20Adults%20at%20Risk%20Supervision%20Policy.docx) | The purpose of the policy is to promote and develop a culture that values regular safeguarding adults at risk supervision in order | All employees directly employed by the Trust (including those who deliver services on behalf of Wiltshire Health and Care) who work in services where they may come into Professional contact with vulnerable adults, 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 | 1.0 | 04/05/2017 | This was a full review so treat all content as fully revised. | Yes | Yes |
| **South West Neonatal Network Guideline - The Use of Probiotics in Preterm Babies** | South West Neonatal Network [Guideline](file:///T:\Trust-wide%20Documents\Maternity%20%20-%20Women's%20&%20Children's\South%20West%20Neonatal%20Network%20Guideline%20-%20The%20Use%20of%20Probiotics%20in%20Preterm%20Babies.pdf) - The Use of Probiotics in Preterm Babies | South West Neonatal Network Guideline - The Use of Probiotics in Preterm Babies | This guidelines applies to neonatal units that fall within the South west Neonatal Network, who care for babies <32 weeks gestation and/or Birthweight <1500g this includes the following hospitals. | N/A | 16/05/2017 | external document | No | Yes if applicable |
| **The Safe Use, Operation and Management of the McKinley T34 Ambulatory Syringe Driver – Subcutaneous Route Only. (Adults only) Competency** | The Safe Use, Operation and Management of the McKinley T34 Ambulatory [Syringe](file:///T:\Trust-wide%20Documents\Competencies\The%20Safe%20Use,%20Operation%20and%20Management%20of%20the%20T34%20Ambulatory%20Syringe%20Pump%20Driver%20–%20Subcutaneous%20(sc)%20Route%20Only.%20(Adults%20only)%20Clinical%20Competency.docx) Driver – Subcutaneous Route Only. (Adults only) Competency | This is the competency for the safe use, operation and management of the McKinley T34 Ambulatory Syringe Driver – Subcutaneous route only. (Adults only) | Trust registered clinical employees | 1.0 | 15/05/2017 | This was a full review so treat all content as fully revised. | No | Only of advised to do so |
| **Trustwide Transportation of Blood and Blood Components from a Designated Blood Refrigerator or Platelet Agitator Competency** | Trustwide Transportation of Blood and Blood Components from a [Designated](file:///T:\Trust-wide%20Documents\Competencies\Trustwide%20Transportation%20of%20Blood%20and%20Blood%20Components%20from%20a%20Blood%20Refrigerator%20or%20Platelet%20Agitator%20Competency.docx) Blood Refrigerator or Platelet Agitator Competency | This competency is designed to ensure that relevant staff are competency assessed against standardised procedures for the removal/ return and transportation of blood and blood components within the Trust and relevant community settings. | All employees involved solely in the blood collection & transportation process | 1.0 | 18/05/2017 | This was a full review so treat all content as fully revised. | No | No |
| **Pharmacist Independent Prescribers for Adult Patients in the Theatres Admission Lounge,  Great Western Hospital Protocol** | [Pharmacist Independent Prescribers for Adult Patients in the Theatres Admission Lounge,  Great Western Hospital Protocol](file:///T:\Trust-wide%20Documents\Medicines,%20Drugs%20&%20Gas%20-%20Control,%20Presecripton,%20Safe,%20Storage,%20Transport,%20Administration\Pharmacist%20Independent%20Prescribers%20for%20Adult%20Patients%20in%20the%20Theatres%20Admission%20Lounge%20GWH%20Protocol.docx) | This protocol sets out the agreed service provision of Pharmacist Independent Prescribers (PIPs) writing drug charts for elective orthopaedic patients (who are being admitted to Aldbourne ward postoperatively) in the Theatres Admission Lounge (TAL). | Orthopaedic Department employees | 1.0 | 30/05/17 | This was a full review so treat all content as fully revised. | No | No |
| **Vaccination for Adult Patients Prior to and during Chemotherapy Clinical Guideline** | [Vaccination for Adult Patients Prior to and during Chemotherapy Clinical Guideline](file:///T:\Trust-wide%20Documents\Chemotherapy,%20Cancer%20and%20Oncology\Vaccination%20for%20Adult%20Patients%20Prior%20to%20and%20during%20Chemotherapy%20Clinical%20Guideline.docx) | This documents provides guidance for employees to advise the patient when to seek General Practitioner administration of vaccinations prior to and during chemotherapy. This guideline is to clarify the guidance for vaccination of chemotherapy patients. | All chemotherapy employees (Medical, Nursing) | 1.0 | 30/05/17 | New document | No | No |