

Barts and The London   
NHS Trust



# Trust core policies and guidelines – a short guide 2008/09

# Trust core policies and guidelines

## What are Trust core policies and guidelines?

Trust core policies and guidelines provide information to assist those working in the Trust to undertake their roles effectively; to deliver high quality patient care; and to comply with statutory requirements, implement national guidelines and promote accepted best practice.

This leaflet summarises the policies and guidelines in place in April 2008, although policies will be reviewed and approved on an ongoing basis.

These policies and guidelines cover a wide range of areas including clinical, operational, infection control, corporate development, facilities & risk management, finance, human resources, occupational health and ICT issues.

- **Trust Core Policies** set out the mandatory requirements with which those working in the Trust must comply.
- **Trust Core Guidelines** set out the expected or best practice for a particular issue, or principles or frameworks to be followed.

In addition to these Trust Core Policies and Guidelines, local policies, protocols and guidelines exist. These apply only to staff in one directorate or to a specific specialty or department and will be developed, approved and stored locally.

## Where can I find Trust core policies and guidelines?

These are available from the 'Trust policies and guidelines' section of the Trust intranet. In addition, policy manuals are distributed across the Trust and managed by directorate policy liaison officers. Details of policy liaison officers and locations of manuals are also on the intranet.

## Who ensures compliance?

It is expected that all staff read and comply with Trust Core Policies and Guidelines relevant to their work. Line managers will reinforce compliance. Failure to comply with Trust Core Policies could ultimately result in disciplinary action

## The policy process

If you are considering developing a policy or guidelines, please refer to the guidelines on 'Writing, Approval and Dissemination of Trust Core Policies and Guidelines'. This is available on the intranet and in policy manuals. The diagram below summarises the approval process.

## Contacts

General policy questions

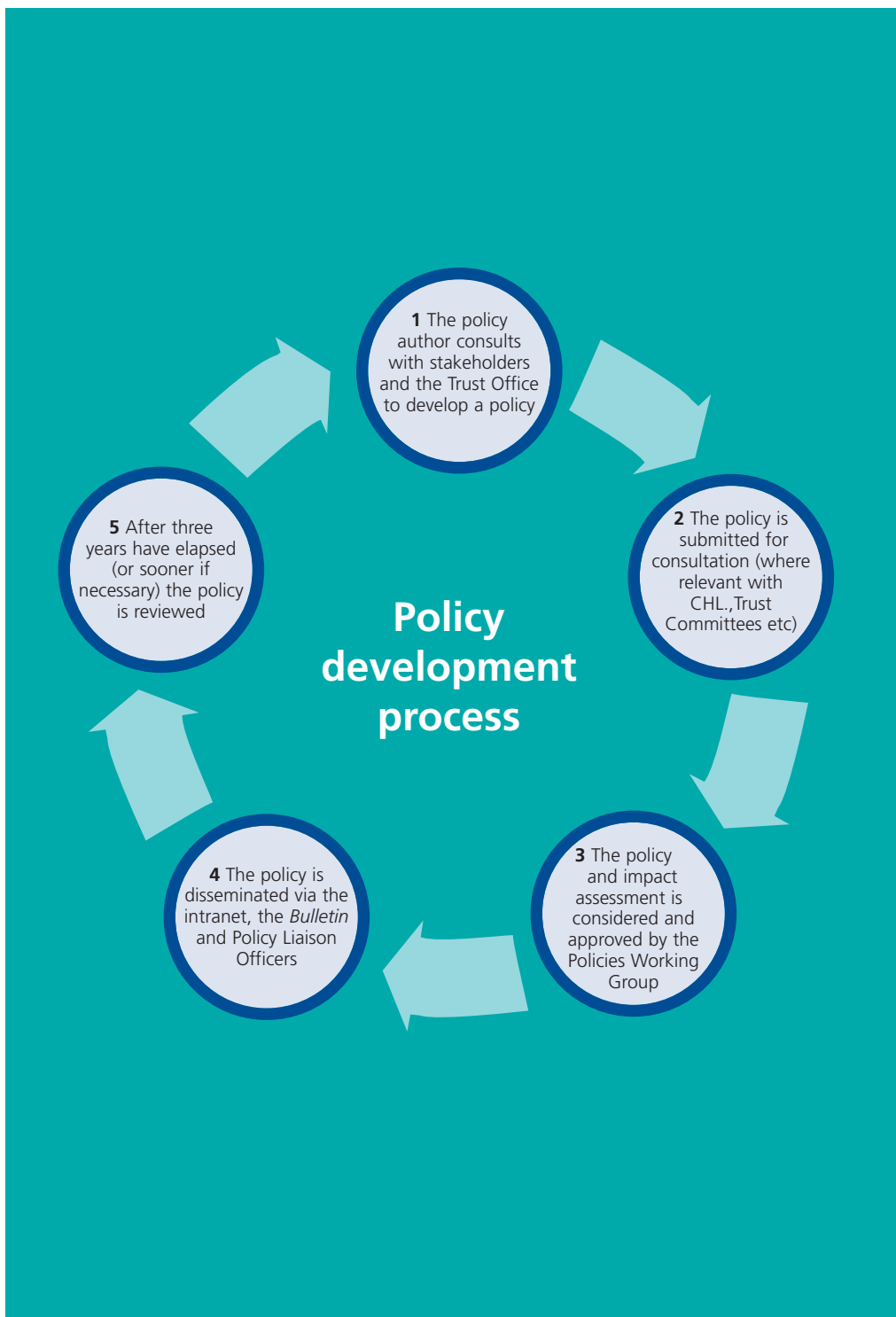
Trust Office ext 14-7471

More information about a specific policy

Author (details on the front sheet of the policy)

Questions about local policies, protocols or guidelines

Directorate Policy Liaison Officer



Policy title	Additional notes to assist search for a policy
<b>Corporate policies</b>	<b>Stored in Core Policy Manual Volume 1 (RED)</b>
Commercial Representatives and Sponsorship (including External Company Sponsorship for Research, Training, Gifts and Hospitality)	Includes guidance on relationships with suppliers and commercial representatives
Claims and Inquests	Covers how clinical negligence and personal injury claims are handled within the Trust
Data Protection	Includes standards all staff must adopt in the handling and management of information about people
Data Quality	Guidance for maintaining integrity of data
Dress Code for All Staff Who Do Not Wear a Uniform	Policy takes into account risk management and infection control principles, as well as cultural and religious needs
Filming Protocol	Includes reference to requests from media for filming on Trust premises
Fraud and Corruption	Processes and responsibilities in the event of suspected deception/fraud/criminal offences e.g. theft
Freedom of Information	Principles and mechanisms to ensure compliance with the Freedom of Information Act
Hospitality Expenditure	Appropriate procurement of essential hospitality
Information Security	Includes reference to systems for the protection of information records – both paper and electronic
Information Governance	Standards for handling information
Loaned Assets and Equipment	Includes reference to borrowing and loan of assets, e.g. medical equipment, both into and out of departments/the Trust, and safety/liability issues
Media Confidentiality	Includes reference to seeking consent of patients, visitors and staff in relation to requests for information from the media
Media Protocol	Procedures for dealing with media enquiries
Use of Mobile Phones, External Pagers and Bleeps	
Professional & Product Liability	Standards for providing goods and services to other organisations
Records Retention and Disposal	Records management standards
Service Level Agreements (and Recharges) with other Organisations	Framework within which service level agreements and recharges are created, monitored and reviewed
Standards of Business Conduct	Includes reference to ethics, declarations of interest, gifts, donations and hospitality, employment outside NHS, contracts, tendering, private practice, commercial sponsorship, business-sensitive information.

Policy title	Additional notes to assist search for a policy
<b>Corporate policies</b>	<b>Stored in Core Policy Manual Volume 1 (RED)</b>
Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions	Governing instrument of the Trust – includes terms of reference and power of the Trust Board
Uniform Policy for all Staff	Takes into account the principles of risk management and infection control, as well as both cultural and religious needs
Tendering for Goods & Services	Includes reference to procedures for procurement
<b>Risk Management (also Facilities)</b>	<b>Stored in Core Policy Manual Volume 1 (RED)</b>
Adverse Incidents – Medical Devices, Medicinal Products & Foods	Procedure for dealing with faults to and incorrect storage or usage of equipment, drugs and food
Car Parking & Car Clamping	Policy for car park space, permit, and vehicles
Electrical Portable Appliance Testing – Non-Clinical & Non-Laboratory Equipment	Safety of electrical equipment
Electrical Portable Appliance Testing – Clinical & Laboratory Equipment	Safety of electrical equipment
Environmental	Includes reference to standards on efficiency, pollution and waste management
Fire	
Incident Reporting and Management	Includes definition of reportable incidents i.e. those resulting in death, injury, damage or loss to patients, the public, staff or Trust assets/services, and procedures for managing these. Also covers serious untoward incidents and near misses
Handling of Trust Litigation (Clinical Negligence and Personal Injury Claims), Inquests, Losses and Compensation	
Managing Aggression	Security of staff, dealing with violent behaviour
Safe Moving and Handling	Includes reference to lifting, handling, carrying and transferring people and objects
Medical Laser Safety	
Missing Patient Guidelines/Procedure	
Patients' Property	Safekeeping of patients' valuables, clothes and other possessions
Policy for Managing Patients Under Guard (Including Armed Guard)	Management of and staff responsibilities in respect of having guards, i.e. police officers, Prison Service or Customs and Excise officers who may carry fire arms, with patients on Trust premises

Policy title	Additional notes to assist search for a policy
<b>Risk Management (also Facilities)</b>	<b>Stored in Core Policy Manual Volume 1 (RED)</b>
Risk Management Strategy & Policy	Managing clinical and non-clinical risk
Security (incorporating ID Badge)	
Space Allocation	Includes procedure for ward/department moves and decants
Signs – Temporary Signage	Includes guidance on displaying posters, leaflets and advertisements on Trust premises
Telephone Lines for Personal Calls and Internet Use	
Transport, including Non Emergency Patient Transport & Car Pool Protocols	Appropriate and effective use of Trust transport services
Waste Disposal	Includes reference to pollution, and clinical, domestic, special, confidential, chemical and radioactive waste management

Policy title	Additional notes to assist search for a policy
<b>Finance</b>	<b>Stored in Core Policy Manual Volume 2 (PLUM)</b>
Budget Management	Guide to financial management – includes budget holders' guide
Cash Handling	Includes cash recording and transportation
Financial Year End	Includes reference to compiling year end accounts, including stock-taking and accruals
Income	Billing and collection of income – includes paying patients, non-NHS patients and road traffic accident claims
Non-Pay Expenditure	Includes requisitioning/procurement/invoicing and payment procedures for suppliers and contractors
Recording & Disposal of Fixed Assets	Managing assets with a life greater than one year and cost greater than £5,000

Policy title	Additional notes to assist search for a policy
<b>Human resources – general</b>	<b>Stored in Core Policy Manual Volume 2 (PLUM)</b>
Alert Letters	Includes notifying partner organisations about possible serious risks posed by a health professional
Annual Leave	Provides a uniform approach to calculation and management of annual leave and bank holiday entitlement
Appraisal & Gateway, including Knowledge & Skills Framework	Includes the appraisal process, individual and organisational development, and management of gateway appraisals and links to pay progression
Capability Procedure	Includes reference to managing staff performance
Capability Procedure for Senior Officers	Includes reference to managing performance of senior officers
Disciplinary Policy Procedure & Rules	Covers warnings, suspension, dismissals and appeals processes
Equal Opportunities	Covers all stages of employment – from vacancy advertising, recruitment and selection, to training, conditions of service and reasons for termination of employment
Excess Travel, Relocation of Normal Work Base	Includes reference to travel claims arising from relocation/decant of place of work
Fixed Term Contracts	
Grievance Procedure	
Harassment & Bullying Amongst Staff, Procedure for Dealing with	
Health & Attendance – Management of (including handbook)	Includes management of absence and sickness
Honorary Contracts for Non Trust Employees	Includes arrangements for research staff
Job Security, Staff Affected by Change	Includes guidance regarding redundancy
Mediation Protocol, Resolving Differences in the Workplace	Includes reference to resolving disputes
No Smoking Policy	Measures prohibiting smoking on Trust premises and including legislative requirements introduced from 1 July 2007
On-site Residential Accommodation Allocation	Includes criteria and prioritisation for applicants
Pre Employment Checks for All Staff	Includes acceptable evidence for pre-employment checks
Professional Registration for Clinical Practitioners	Registration with professional bodies such as GMC, NMC, etc
Recognition and Procedural Agreement (Whole Hospitals Approach)	Includes reference to the role of trade unions and professional associations

Policy title	Additional notes to assist search for a policy
<b>Human resources – general</b>	<b>Stored in Core Policy Manual Volume 2 (PLUM)</b>
Recruitment and Retention Premia	
Retirement Age, Working Beyond Contractual or Normal	
Whistleblowing, Raising Concerns	Reporting significant risks, including unlawful or dangerous practices
Work Experience Placements	
<b>Employee friendly policies</b>	<b>Stored in Core Policy Manual Volume 2 (PLUM)</b>
Career Break Scheme	Also referred to as sabbatical leave
Flexible Working	Addresses the rights of employees to request flexible working arrangements such as term-time working, annualised hours
Job Sharing	Includes a range of initiatives designed to promote equal opportunities at work
Parental Leave Policy (including maternity, paternity, unpaid parental and adoption leave)	
Special Leave	Includes entitlements for the following types of leave: carers; compassionate; bereavement; urgent domestic distress; annual with short notice; absence from duty following contact with a notifiable disease; attending employment interviews; and public and other duties
<b>Corporate Volume 2 – ICT</b>	<b>Stored in Core Policy Manual Volume 2 (PLUM)</b>
Email – Use of	Appropriate use of email
Personal Computer Support Standards	Information on ICT service desk support
Registration Authority	Includes regulation of the use of smartcards and access to patient records

Policy title	Additional notes to assist search for a policy
<b>Occupational Health</b>	<b>Stored in Core Policy Manual Volume 2 (PLUM)</b>
Alcohol and Substance Abuse at Work	
Bloodborne Virus & Employment	Includes arrangements in cases of Hepatitis B and C, and HIV in staff
Disability & Employment	Covers equal opportunities for people with disabilities
First Aid at Work	Framework for a local approach to dealing with sudden illness and accidents occurring at work
Hepatitis C Infected Healthcare Workers	
Safe Moving and Handling	Guidance on lifting, handling, carrying and transferring people and objects
Work Related Stress	Includes reference to stress-related illness linked to the workplace
Mothers – New & Expectant	Includes health and safety arrangements for pregnant staff
Tuberculosis in Staff, Control of	
Varicello Zoster Virus (Chickenpox & Shingles), Control of	Applies to all working in the Trust, who has potential for transmission of Varicello Zoster Virus to patients, irrespective of their immune status

Policy title	Additional notes to assist search for a policy
<b>Pharmacy</b>	<b>Stored in Core Policy Manual Volume 3 (GREEN)</b>
Identification and Documentation of Medication Allergies/ Severe Adverse Drug Reactions	
New Medicines, Contrast Media and Blood Products	Includes introduction of new medicines, contrast media and blood products
Non-Medical prescribing (including Supplementary Prescribing and Independent Prescribing)	Provides processes for supplementary and independent prescribers to ensure sound clinical governance arrangements
Potassium Containing Injectables, Safe and Secure Handling of Strong	
Safe and Secure Handling of Medicines	
Self Administration of Medicines by Hospital Inpatients or Their Carers	
<b>Clinical/operational – general</b>	<b>Stored in Core Policy Manual Volume 3 (GREEN)</b>
Advance Directives – Living Wills	Includes reference to patient's wishes and refusal of future treatments
Cancellation of Elective Admissions for Non Clinical Reasons	Includes procedures for cancelled operations
Catherine Gladstone Lounge (departure and inpatient waiting area)	Includes reference to discharge arrangements, transfer of patients
Children and Adolescents – Standards for the Care and Treatment of	
Children Access to – Staff Police Checks	Includes reference to criminal convictions, recruitment
Clinical Equipment Library – Operational	Procedures for loaning medical equipment
Complaints	Complaints handling in the Trust, including vexatious and habitual complaints
Confidentiality Code of Practice	Standards to protect the confidentiality of patient information
Cremation Administration	
Cytotoxic Drugs – Safe Handling, Prescribing and Administration	Advice on the use of cytotoxic drugs for cancer and non cancer indications
Defibrillation and Cardioversion	Includes reference to cardiac arrest, resuscitation and cardioversion
Dignity, Privacy & Respect	Standards for ensuring that patients are treated with dignity, privacy and respect
Do Not Attempt Resuscitation	

Policy title	Additional notes to assist search for a policy
<b>Clinical/operational – general</b>	<b>Stored in Core Policy Manual Volume 3 (GREEN)</b>
Health Records and Elective Surgery	Instructions regarding elective operations and invasive procedures where the health record is not available
Illegal Possession, Use or Supply of Substances Thought to be Controlled Drugs – Patients & Visitors	Includes reference to possession, confiscation and destruction of illegal substances
Information to Patients and Carers – Procedure for the Issue of	Includes reference to communication with patients and carers, including next of kin
Maintaining Medical Excellence	Includes reference to reporting concerns about a colleague
Major Incident Plan	Procedures in the event of an emergency or disaster
Medical Equipment Management	Includes reference to procurement and management of clinical and laboratory equipment/devices
Medical Illustration Code of Practice	Includes reference to the use of patient images, digital photography, video or audio recordings
Mental Health Act	Includes reference to stress-related ill health
Named Nurse	Framework for ensuring patients have a qualified Named Nurse
Nil by Mouth for Adults and Children	Includes reference to fasting procedures prior to administration of sedation or anaesthesia
Outpatient and Inpatient Access	
Point of Care Testing	Procedures for diagnostic testing outside laboratory environment
Research and Development Joint Policy	Includes ethical standards for research
Radiation Safety	
Safeguarding Children (Child Protection)	
Violence & Abuse, Managing (Procedure for Care)	Includes reference to unacceptable behaviour including threats and violence, and sanctions e.g. yellow, red cards
Withdrawal of Life Preserving/Sustaining Treatment	

Policy title	Additional notes to assist search for a policy
<b>Clinical/operational – consent</b>	<b>Stored in Core Policy Manual Volume 3 (GREEN)</b>
Consent of Patients to Participate in Medical Education	Includes the consent of patients for participation in medical educational activities
Consent of Patients to Participate in Undergraduate Dental Education	Includes the consent of patients for participation in dental educational activities
Consent to Examination and Treatment	
Consent to Treatment for Children	

Policy title	Additional notes to assist search for a policy
<b>Clinical Practice</b>	<b>Stored in Core Policy Manual Volume 4 (BLUE)</b>
Advocacy and Communication Support	Refers to advocacy and interpreting services for patients and their relatives
Bereavement (Adults)	Procedures to be followed before, during and after a patient's death in order to provide a co-ordinated and sensitive service to the dying patient and their bereaved relatives/carers
Blood Transfusion	Includes procedure for safe blood transfusion to patients
Blood Transfusion, Clients Refusing including Jehovah's Witnesses	
Complementary Therapies, Policy for the use by Nurses	Refers to alternative therapies such as aromatherapy, holistic medicine
Death – Confirmation of Expected Death	
Discharge Planning	Joint policy for transfer of care, social care arrangements
Discharge, Delayed – Reimbursement of	
Inadequate Care, Vulnerable Adults (Protection of)	Framework for identifying, investigating, and preventing the abuse of vulnerable adults, and maintaining and promoting best practice
Intravenous Drugs (Peripheral)	Includes standards for IV drug administration
New Clinical Interventions, Procedures & Techniques	
Nutrition Support Policy	Sets out the minimum standards required for adult and paediatric nutrition support
Out of Hours, Communicating with Doctors	Includes roles and responsibilities with respect to bleeping doctors out of hours, including use of beeps and pagers
Patient Group Directions – Trust Wide (Previously Nurse Administration According to Protocol – NAAP)	Procedures for administration of medicines
Patient Group Directions for Specialist Healthcare working in Specialist Areas	Includes procedures for administration of medicines without a doctor's prescription by approved practitioners
Patient Identification and Red Alert Bands	Guidance on use of ID and alert bands
Resuscitation Attempts, Presence of Relatives At	
Resuscitation Training	
Scope of Nursing Practice	
Syringe Drivers – Policy for the use of in the administration of subcutaneous infusion for symptom control in palliative care	Includes standards that nurses must adhere to when administering subcutaneous infusions for symptom control via syringe drivers

Policy title	Additional notes to assist search for a policy
<b>Clinical Practice</b>	Stored in Core Policy Manual Volume 4 (BLUE)
Transfer of Patients between Wards Departments and Hospitals	Includes reference to safe moving and transport of patients
X-ray examination – Nurse and AHP request	

Policy title	Additional notes to assist search for a policy
<b>Infection control</b>	<b>Stored in Core Policy Manual Volume 5 (YELLOW)</b>
Infection Control Manual Policy Number 1 – Cleaning, Disinfection and Sterilisation	Includes a safe process to decontaminate used medical devices
Infection Control Manual Policy Number 2 – Management of Inoculation and other Contamination Incidents	Includes action to be taken following an inoculation injury
Infection Control Manual Policy Number 3 – Control of Food Poisoning or Communicable Disease	Includes reference to notifiable diseases
Infection Control Manual Policy Number 4 – Control of Infectious Diseases (Isolation Policy)	Includes reference to infectious diseases
Infection Control Manual Policy Number 5 – Isolation Cleaning (and the Cleaning of Equipment in Isolation Facilities)	Includes reference to cleaning, disinfecting and sterilisation of isolation rooms
Infection Control Manual Policy Number 6 – Used and Soiled Laundry Disposal	Includes reference to transfer/storage of linen
Infection Control Manual Policy Number 7 – Control of Varicella Zoster Virus (Chickenpox and Shingles)	
Infection Control Manual Policy Number 8 – Waste Disposal	Includes reference to best practice in waste management
Infection Control Manual Policy Number 9 – Control of Infestation Infection Control	Includes further transmission of infestation procedure
Infection Control Manual Policy Number 10 – Collection of Specimens for Bacteriological and Virological Investigation	Includes guidance for collection of specimens
Infection Control Manual Policy Number 11 – Control of Infectious Diarrhoea	Includes reference to communicable disease
Infection Control Manual Policy Number 12 – Control of Antibiotic-Resistant Coliform Colonisation	Includes reference to general aspects of antibiotic-resistant coliform control
Infection Control Manual Policy Number 13 – Food Hygiene in Clinical Areas	Includes protecting patients, staff and the public from food-borne illness
Infection Control Manual Policy Number 14 – Management of Invasive Meningococcal and Haemophilus Influenzae Type B Disease	Includes reference to immunisation
Infection Control Manual Policy Number 15 – Tuberculosis (TB), Management & Control of Infection Control	Addresses the protection of staff who are at risk of TB
Infection Control Manual Policy Number 16 – Notification of Infectious Diseases	Provides a uniform approach to protect patients, staff and the public from further transmission of infectious disease
Infection Control Manual Policy Number 17 – Control of MRSA	Includes reference to MRSA protocol

Policy title	Additional notes to assist search for a policy
<b>Infection control</b>	<b>Stored in Core Policy Manual Volume 5 (YELLOW)</b>
Infection Control Manual Policy Number 18 – Safe Use and Disposal of Sharps	Includes reference to the prevention and management of sharps injuries
Infection Control Manual Policy Number 19 – Prevention of Exposure with Blood-borne Pathogens (Hepatitis B, Hepatitis C, HIV)	Includes reference to the prevention of infection through cross-infection or environmental contamination
Infection Control Manual Policy Number 20 – Use and Disposal of Protective Clothing	Protecting staff and patients from cross-infection
Infection Control Manual Policy Number 21 – Procedure following Death of a Patient with an Infectious Condition	
Infection Control Manual Policy Number 22 – Hand Hygiene	Includes reference to best practice in reducing the risk of cross-infection to patients
Infection Control Manual Policy Number 23 – Safe Handling of Body Fluid Spillages.	Specific requirements and strict controls on the supply and handling of strong potassium-containing solutions
Infection Control Manual Policy Number 24 – Respiratory Therapy Equipment, Management of Infection Control	Includes reference to the safe decontamination of used respiratory equipment
Infection Control Manual Policy Number 25 – Infection Control in Operating Theatres department	
Infection Control Manual Policy Number 26 – Patients with Infections or Infectious Diseases Visiting Outpatients and Specialist Departments	
Infection Control Manual Policy Number 27 – Viral Haemorrhagic Fevers, Management of Infection Control	Includes reference to management of suspected viral haemorrhagic fevers (VHF)
Infection Control Manual Policy Number 28 – Management of Patients with, or Suspected of Having, Creutzfeldt-Jakob Disease or any Transmissible Spongiform Encephalopathy (TSE)	
Infection Control Manual Policy Number 29 – Vancomycin Resistant Enterococci (VRE)	Includes reference to appropriate use of vancomycin/teicoplanin
Infection Control Manual Policy Number 30 – Management of Anthrax, Botulinum Toxin, Plague or Smallpox Infection Control	Includes reference to supervision and follow-up of persons at risk of smallpox
Infection Control Manual Policy Number 32 – Biomedical Devices, Safe Use of Infection Control	Includes background of infections associated with biomedical devices
Infection Control Manual Policy Number 33 – Pest Control	
Infection Control Policy Number 34	Overarching policy detailing the resources and infrastructure in place to reduce healthcare-associated infection (HAI)

Guidelines	Additional notes
<b>Corporate guidelines</b>	
External Agency Visits, Inspections And Accreditations	Sets out a process for managing recommendations arising from external agency activities within the Trust
Healthcare Record Management	
Helplines, Setting up Trust	Guide to setting up public information Helplines
Information Disclosure	Guidance to ensure staff comply with legislation when responding to requests for patient notes, A&E cards, x-rays, scans, blood type and proof of birth date/time
Induction, Staff	
Patient Information	Includes writing information for patients
Scanning and Commercial Storage of Trust Records	
Writing, Approval & Dissemination of Trust Core Policies and Guidelines	Guide to drafting Trust core policies/guidelines, including templates, formating, and approval process
<b>Human Resources guidelines</b>	
Acting Up	Includes procedure for implementing acting up arrangements where appropriate
Consultant Leave	
Volunteers	
Work Experience Placements	

Guidelines	Additional notes
<b>Clinical/Operational – clinical practice guidelines</b>	
Admission to & Discharge from Intensive Care and High Dependency Units	
Advocacy and Communication Support	Guidelines to ensure that all service users are able to access the services they are entitled to and that their individual communication support needs are met
Use of Bed Safety Sides	
Chaperoning	Includes the role of a chaperone
End of Life Care Delivery	Includes symptom management, spiritual support and preferred place of care
Implementation and Monitoring of NICE Guidance	Describes the Trust's system for reviewing, implementing and monitoring guidance published by NICE
Intrathecal Chemotherapy	
Intravascular Related Infections	
Management of Patients and Staff with Latex Allergy	Raises awareness about latex sensitivity amongst patients and staff
Medicine Compliance Aid	Includes information on the use of medicine compliance aids
Multidisciplinary Ward Rounds	
Naso/Oro Gastric Tubes	Includes recommended procedure for checking the position of naso/orogastric feeding tubes in infants, children and adults
National Guidance and Recommendations	Includes processes for reviewing the findings and reports of National Confidential Enquiries, individual high level inquiries, National Service Frameworks and other national guidance
Nurse Led Discharge	
Nutrition Support for Children Manual	
Nutrition Support for Adults Manual	
Radiotherapy Skin Care	
Self Discharge Against Medical Advice	
Slips, Trips and Falls	
Tracheostomy	
Visiting Arrangements	
Wound Management – Guidelines for	

# Bringing excellence to life

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