

All trustwide policies as at 31 March 2016

Ref	Document title	Subject area	Scope
26	Administration of Medicines Policy	Clinical effectiveness and safety	Trustwide
766	Advance Care Planning including Advance Decisions and Advance Statements Policy	Clinical effectiveness and safety	Trustwide
723	Antimicrobial Guidelines	Clinical effectiveness and safety	Trustwide
48	Assessment and Care Planning including Care Programme Approach (CPA) for all Oxleas Service Users	Clinical effectiveness and safety	Trustwide
325	AWOL and missing patients procedure	Clinical effectiveness and safety	Trustwide
826	Bed Management Policy	Clinical effectiveness and safety	Mental Health
735	Bed Rails (Use of) Policy	Clinical effectiveness and safety	Trustwide
479	Care and treatment of service users with mental health problems who also use drugs and/or alcohol (Dual Diagnosis)	Clinical effectiveness and safety	Trustwide
302	Care Programme Approach (CPA) Discharging from hospital	Clinical effectiveness and safety	Trustwide
476	Catheter Care Policy	Clinical effectiveness and safety	Trustwide
484	Clinical Audit Policy	Clinical effectiveness and safety	Trustwide
351	Clinical Guidance for the Care and Treatment of Service Users with Mental Health Problems who also use Drugs and/or Alcohol (Dual Diagnosis)	Clinical effectiveness and safety	Trustwide
46	Clinical Guidelines and Procedures for ECT	Clinical effectiveness and safety	Trustwide
833	Clinical Guidelines for decisions on resuscitation (DNAR orders)	Clinical effectiveness and safety	Trustwide
299	Clinical risk assessment and management policy for Mental Health and Learning Disabilities Services	Clinical effectiveness and safety	Mental Health
831	Complementary Therapies Policy	Clinical effectiveness and safety	Trustwide
50	Consent to Examination or Treatment	Clinical effectiveness and safety	Trustwide
721	Controlled Drugs Policy for Community Health Services	Clinical effectiveness and safety	Community Health - both
820	Covert Administration of Medicines within Food and Drink	Clinical effectiveness and safety	Trustwide
43	Dealing with People with Offensive and Lethal Weapons	Clinical effectiveness and safety	Trustwide
349	Depot antipsychotic medication - guidelines for administration	Clinical effectiveness and safety	Trustwide
749	Dysphagia Policy	Clinical effectiveness and safety	Trustwide
737	End of Life Care	Clinical effectiveness and safety	Trustwide
482	Exercise equipment policy	Clinical effectiveness and safety	Trustwide
789	Guidelines for nurse dispensing in exceptional circumstances	Clinical effectiveness and safety	Trustwide
804	Guidelines for the Administration of Subcutaneous Fluid Replacement for Adults	Clinical effectiveness and safety	Community Health - both
839	Guidelines for the training and competency assessment of Health Care Assistants to administer Insulin	Clinical effectiveness and safety	Community Health - both
793	Guidelines for the use of the CME Mckinley t34 syringe driver pump for adults in palliative care	Clinical effectiveness and safety	Trustwide
754	HIV Point of Care Testing Policy	Clinical effectiveness and safety	Community Health - both
294	Implementation of NICE Guidance	Clinical effectiveness and safety	Trustwide
736	Improving Access to Healthcare for People with Learning Disabilities	Clinical effectiveness and safety	Trustwide
241	Joint Police Liaison Policy	Clinical effectiveness and safety	Trustwide
256	Ligature Risk Management Policy	Clinical effectiveness and safety	Mental Health
841	Long term segregation guidelines	Clinical effectiveness and safety	Trustwide

Ref	Document title	Subject area	Scope
14	Management of Medical Devices	Clinical effectiveness and safety	Trustwide
480	Managing illicit drugs and alcohol on Trust Premises	Clinical effectiveness and safety	Trustwide
720	Medicines Management Policy for Community Health Services	Clinical effectiveness and safety	Community Health - both
289	Medicines Reconciliation Policy	Clinical effectiveness and safety	Trustwide
813	Night duties in bed based services	Clinical effectiveness and safety	Trustwide
207	Non-medical prescribing policy	Clinical effectiveness and safety	Trustwide
305	Nutrition and Hydration Management Policy	Clinical effectiveness and safety	Trustwide
738	Patient Group Directions Policy	Clinical effectiveness and safety	Trustwide
282	Policy for the Prevention and Management of Falls	Clinical effectiveness and safety	Trustwide
739	Policy for the prevention and treatment of Venous thromboembolism (VTE)	Clinical effectiveness and safety	Community Health - both
486	Possession and use of mobile phones by service users	Clinical effectiveness and safety	Trustwide
37	Prevention and Management of Violence and Aggression (PMVA)	Clinical effectiveness and safety	Trustwide
25	Privacy and Dignity Policy	Clinical effectiveness and safety	Trustwide
751	Promoting the Physical Health and Wellbeing of service users with Mental Health and Learning disabilities policy	Clinical effectiveness and safety	Trustwide
485	Resuscitation Policy and Procedures	Clinical effectiveness and safety	Trustwide
212	Safe and therapeutic observation of patients	Clinical effectiveness and safety	Mental Health
796	Safe use of injectable medicines policy	Clinical effectiveness and safety	Trustwide
843	Safer Staffing Policy for Bedded Services	Clinical effectiveness and safety	Trustwide
203	Search Policy for Bed Based Services	Clinical effectiveness and safety	Mental Health
210	Self-medication in hospital and residential settings	Clinical effectiveness and safety	Trustwide
722	Transcribing Policy for Community Health Services	Clinical effectiveness and safety	Community Health - both
303	Transfer of Care within Oxleas and externally (including patients on CPA)	Clinical effectiveness and safety	Trustwide
845	Uniform and Dress Code Policy for All Staff	Clinical effectiveness and safety	Trustwide
829	VIP, Celebrity and Media Visitor Access Policy	Clinical effectiveness and safety	Trustwide
204	CCTV on trust premises	Estates and Facilities	Trustwide
307	Cleaning Policy	Estates and Facilities	Trustwide
182	Control of contractors working on trust premises	Estates and Facilities	Trustwide
306	Facilities Liaison Policy	Estates and Facilities	Trustwide
354	Legionella and Water Management Policy	Estates and Facilities	Trustwide
488	Major Incident Plan and Emergency Management Plan	Estates and Facilities	Trustwide
353	Planned and Preventative maintenance and reactive maintenance policy	Estates and Facilities	Trustwide
807	Sustainability and Environmental Policy	Estates and Facilities	Trustwide
23	Waste Management Policy and Procedures	Estates and Facilities	Trustwide
842	Window Restrictors Policy	Estates and Facilities	Trustwide
808	Budgetary Framework 2015-16	Finance	Trustwide
761	Conflicts of Interest Policy	Finance	Trustwide

Ref	Document title	Subject area	Scope
139	Counter Fraud and Corruption Policy	Finance	Trustwide
767	Financial Approval Limits (SFP16)	Finance	Trustwide
491	Gifts and Hospitality Policy	Finance	Trustwide
144	Handling of Clinical Negligence, Liabilities to Third Parties and Property Expenses Claims Policy	Finance	Trustwide
296	Mobile Phone Policy	Finance	Trustwide
792	Overpayments Policy	Finance	Trustwide
840	Patients Money Policy (SFP9)	Finance	Trustwide
805	Patients Property Policy	Finance	Trustwide
795	Payroll Policy	Finance	Trustwide
154	Petty Cash Policy	Finance	Trustwide
161	Prescribing requisition of prescription pads FP10 (SFP15)	Finance	Trustwide
159	Property, Plant and Equipment Policy (SFP13)	Finance	Trustwide
770	Purchasing Card Policy	Finance	Trustwide
148	Purchasing non-stock (SFP2)	Finance	Trustwide
149	Purchasing stock items (SFP3)	Finance	Trustwide
150	Receipt of Cash and Cheques and the Subsequent Banking of Income (SFP4)	Finance	Trustwide
474	Special Payments Policy	Finance	Trustwide
145	Standing Financial Instructions	Finance	Trustwide
146	Standing Financial Orders	Finance	Trustwide
151	Standing Financial Procedures section 05 - funds held on trust	Finance	Trustwide
160	Subsistence allowances (SFP 14)	Finance	Trustwide
158	Travel expenses and lease car (SFP12)	Finance	Trustwide
157	VAT Procedure (SFP11)	Finance	Trustwide
220	Policy for the development, ratification, and review of policies, procedures and guidelines	Governance and risk	Trustwide
224	Policy for the production and review of information for service users and carers	Governance and risk	Trustwide
811	Risk Management Framework	Governance and risk	Trustwide
799	Asbestos Policy	Health and Safety	Trustwide
181	Control of substances hazardous to health (COSHH) Policy	Health and Safety	Trustwide
109	Display Screen Equipment	Health and Safety	Trustwide
95	Driving at Work	Health and Safety	Trustwide
827	Emergency Preparedness Resilience and Response (EPRR) Policy	Health and Safety	Trustwide
797	Fire Safety Management System	Health and Safety	Trustwide
108	Fire Safety Policy	Health and Safety	Trustwide
802	Fire Safety Protocols	Health and Safety	Trustwide
94	First Aid Policy	Health and Safety	Trustwide
183	Food Safety Policy - Catering Operations	Health and Safety	Trustwide

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97	Health and Safety Policy	Health and Safety	Trustwide
822	Latex Allergy and Dermatitis Prevention Policy	Health and Safety	Trustwide
823	Lift Management Policy	Health and Safety	Trustwide
798	Lockdown Policy	Health and Safety	Trustwide
44	Lone Working and Personal Safety	Health and Safety	Trustwide
473	Management of Flammables - Inpatient Service Areas	Health and Safety	Mental Health
800	Medical Gas Policy	Health and Safety	Trustwide
102	Moving and Handling Guidelines Policy and Guidelines	Health and Safety	Trustwide
814	Policy for Control and Maintenance of Pressure Systems and equipment	Health and Safety	Trustwide
821	Portable Appliance Test (PAT) Policy	Health and Safety	Trustwide
824	Scalding policy	Health and Safety	Trustwide
105	Security Policy and Procedures	Health and Safety	Trustwide
308	Slips, trips and falls policy (non-clinical)	Health and Safety	Trustwide
825	Ventilation Systems Policy	Health and Safety	Trustwide
123	Annual Leave and General Public Holidays	Human resources	Trustwide
136	Annual Season Ticket Loan Scheme	Human resources	Trustwide
124	Attendance at Work During Inclement Weather	Human resources	Trustwide
125	Bullying & Harrassment Policy	Human resources	Trustwide
180	Capability procedure	Human resources	Trustwide
168	Continuing Personal and Professional Development (CPPD) Policy	Human resources	Trustwide
166	Developmental Review and Personal Development Planning Policy	Human resources	Trustwide
179	Disciplinary policy, procedure and rules	Human resources	Trustwide
134	Disclosure and Barring Service Policy	Human resources	Trustwide
273	Dress Code Policy for Non-clinical Staff	Human resources	Trustwide
785	Equality and Human Rights Policy	Human resources	Trustwide
177	Flexible Working Toolkit	Human resources	Trustwide
176	Grievance and Collective Disputes Procedure	Human resources	Trustwide
169	Identification and Management of Work Related Stress Policy and Procedure	Human resources	Trustwide
128	Induction Training Policy	Human resources	Trustwide
810	Injury Allowance Policy	Human resources	Trustwide
809	Making Reasonable Adjustments Policy	Human resources	Trustwide
236	Managing Organisational Change Policy	Human resources	Trustwide
226	Mandatory Training Policy	Human resources	Trustwide
129	Maternity, Paternity, Adoption and Parental Leave Policy	Human resources	Trustwide
733	Medical Appraisal and Guidance and processes	Human resources	Trustwide
732	Medical Appraisal and Revalidation Policy	Human resources	Trustwide

Ref	Document title	Subject area	Scope
231	No Smoking Policy	Human resources	Trustwide
819	Pay Progression Policy	Human resources	Trustwide
234	Post Banding Policy (Agenda for Change)	Human resources	Trustwide
251	Prejudicial and Discriminatory Behaviour against staff by service users	Human resources	Trustwide
227	Professional Registration and Approved Clinician Policy	Human resources	Trustwide
133	Raising a Matter of Concern (whistleblowing)	Human resources	Trustwide
173	Recruitment policy and procedures	Human resources	Trustwide
237	Recruitment Policy and Procedures: appointment of NHS Consultants	Human resources	Trustwide
135	Retirement and Long Service Recognition Policy	Human resources	Trustwide
725	Rostering Policy	Human resources	Trustwide
137	Sickness Absence Policy	Human resources	Trustwide
172	Special Leave Policy	Human resources	Trustwide
233	Starting Salaries Policy	Human resources	Trustwide
298	Supervision Policy	Human resources	Trustwide
752	Supporting staff affected by an incident, complaint or claim	Human resources	Trustwide
232	Temporary Promotion and Secondment Policy and Procedure	Human resources	Trustwide
290	Temporary Staffing Policy	Human resources	Trustwide
803	Time off in Lieu (TOIL) Policy	Human resources	Trustwide
171	Trade Union Recognition Agreement	Human resources	Trustwide
127	Workforce Alcohol and Drug policy	Human resources	Trustwide
272	Being Open and Duty of Candour	Incidents and complaints	Trustwide
92	Central Alerts System (CAS) Policy	Incidents and complaints	Trustwide
163	Complaints Policy and Procedures	Incidents and complaints	Trustwide
279	Incident Management Policy and Procedures	Incidents and complaints	Trustwide
466	Admission, movement/transfer and discharge of patients with an infection/infectious disease policy	Infection control	Trustwide
266	Aseptic Non Touch Technique Policy	Infection control	Trustwide
830	Carbapenemase-producing Enterobacteriaceae in Non-acute and Community Settings Toolkit	Infection control	Trustwide
350	Care of the deceased - infection control precautions	Infection control	Trustwide
304	Chicken Pox and Shingles (Varicella Zoster Virus) Policy	Infection control	Trustwide
265	Clostridium Difficile Policy	Infection control	Trustwide
186	Collection and transport of specimens for investigation	Infection control	Trustwide
267	Decontamination Policy	Infection control	Trustwide
794	Diarrhoea and Vomiting Policy	Infection control	Trustwide
12	Hand Hygiene	Infection control	Trustwide
297	Head lice detection and treatment	Infection control	Trustwide
275	Infection Prevention and Control Policy	Infection control	Trustwide

Ref	Document title	Subject area	Scope
263	Influenza Policy	Infection control	Trustwide
724	Inoculation Injuries Policy	Infection control	Trustwide
187	Isolation precautions and single room nursing	Infection control	Trustwide
261	Laundry Policy (Management of)	Infection control	Trustwide
293	Mattress Management	Infection control	Trustwide
260	MRSA Policy	Infection control	Trustwide
15	Outbreak Policy	Infection control	Trustwide
781	Peripheral Cannulation Policy	Infection control	Trustwide
280	Reporting HCAIs to the Health Protection Agency	Infection control	Trustwide
189	Reporting of notifiable diseases	Infection control	Trustwide
815	Resistant Organisms	Infection control	Trustwide
239	Safe handling and management of sharps	Infection control	Trustwide
240	Scabies (Management of)	Infection control	Trustwide
185	Standard principles for infection control	Infection control	Trustwide
464	Surveillance, reporting and dissemination of information relating to HCAIs anti-biotic resistant organisms	Infection control	Trustwide
268	Transmissible Spongiform Encephalopathies (TSE) Policy	Infection control	Trustwide
262	Tuberculosis (TB) Policy (Management of)	Infection control	Trustwide
344	Vaccination Policy	Infection control	Trustwide
253	Clinical Coding Policy	Information and ICT	Trustwide
771	Clinical Records Guidance for Community Health Services	Information and ICT	Trustwide
190	Clinical Records Guidance for Mental Health Services	Information and ICT	Trustwide
5	Clinical Records Policy	Information and ICT	Trustwide
748	Confidentiality Code of Conduct	Information and ICT	Trustwide
222	Data Governance Framework	Information and ICT	Trustwide
250	Data Protection Policy	Information and ICT	Trustwide
119	E-mail Policy and Code of Practice	Information and ICT	Trustwide
118	Freedom of Information Act 2000 Policy	Information and ICT	Trustwide
213	Freedom of Information Act Procedure	Information and ICT	Trustwide
345	Guidance on the writing and digital recording of minutes and agendas	Information and ICT	Trustwide
121	ICT Security Policy	Information and ICT	Trustwide
791	Information Governance Policy	Information and ICT	Trustwide
112	Information Sharing Policy	Information and ICT	Trustwide
120	Internet Policy	Information and ICT	Trustwide
255	Network Specific Security Policy	Information and ICT	Trustwide
117	Records Management Policy & Strategy	Information and ICT	Trustwide
114	Safe Havens Policy	Information and ICT	Trustwide

Ref	Document title	Subject area	Scope
786	Scanning to RiO Policy	Information and ICT	Trustwide
271	Service User Internet and PC usage policy	Information and ICT	Trustwide
3	Sharing Letters with Service Users	Information and ICT	Trustwide
487	Visual and audio recording of patients and families	Information and ICT	Trustwide
832	Allocation of Responsible Clinician (RC) and identification of Nominated Deputy	Mental Health Act	Mental Health
318	Administration of Managers hearings - procedure	Mental Health Legislation	Trustwide
310	Community Treatment Order policy (Section 17A)	Mental Health Legislation	Trustwide
336	Death of a detained patient	Mental Health Legislation	Trustwide
765	Deprivation of Liberty Safeguards Policy	Mental Health Legislation	Trustwide
300	Domestic Violence, Crime and Victims Act 2004 Duties to the Victims of Mentally Disordered Patients	Mental Health Legislation	Trustwide
339	Medical Treatment under the Mental Health Act 1983	Mental Health Legislation	Trustwide
483	Mental Capacity Act Policy	Mental Health Legislation	Trustwide
340	Mental Health Tribunal Policy	Mental Health Legislation	Trustwide
321	Renewal of detention and extension of CTO guidance (Section 20 and 20A)	Mental Health Legislation	Trustwide
317	Scrutiny of documents - procedure	Mental Health Legislation	Trustwide
469	Section 117 - Aftercare	Mental Health Legislation	Trustwide
311	Section 132 - Duty to give information to detained patients	Mental Health Legislation	Trustwide
342	Section 136 - Place of Safety	Mental Health Legislation	Trustwide
131	Expenses and Payment Policy for Service Users and Carers undertaking work commissioned by the Trust	Miscellaneous	Trustwide
130	Media Issues	Miscellaneous	Trustwide
196	Mentor policy for all registered nurses	Professional practice	Trustwide
197	Preceptorship	Professional practice	Trustwide
772	Private Practice Policy	Professional practice	Trustwide
252	Professional Standards for Medical Staff	Professional practice	Trustwide
284	Age Appropriate Environment (Guidelines for emergency adolescent psychiatry admission to the adult mental health unit)	Safeguarding	Mental Health
90	Child Visiting Policy	Safeguarding	Trustwide
249	Domestic Abuse Policy and Procedures	Safeguarding	Trustwide
254	Guidance for staff on safeguarding adults	Safeguarding	Trustwide
784	Prevent Policy	Safeguarding	Trustwide
89	Safeguarding Children Policy and Procedures	Safeguarding	Trustwide