

All trustwide policies as at 31 December 2021

Ref	Document title	Subject area	Scope
14	Medical Devices Policy	Clinical effectiveness and safety	Trustwide
37	Prevention and Management of Violence and Aggression (PMVA)	Clinical effectiveness and safety	Trustwide
46	Clinical Guidelines and Procedures for ECT	Clinical effectiveness and safety	Trustwide
48	Care Programme Approach - including discharge (CPA) for all Oxleas Service Users	Clinical effectiveness and safety	Trustwide
50	Consent to Examination or Treatment	Clinical effectiveness and safety	Trustwide
203	Search Policy	Clinical effectiveness and safety	Mental Health (all)
207	Non-medical prescribing policy	Clinical effectiveness and safety	Trustwide
210	Self-medication in hospital and residential settings	Clinical effectiveness and safety	Trustwide
212	Therapeutic Observation and Engagement of Patients Policy	Clinical effectiveness and safety	Mental Health (all)
256	Ligature Management Policy (not available for sharing in the public domain)	Clinical effectiveness and safety	Mental Health (all)
282	Policy for the Prevention and Management of Falls	Clinical effectiveness and safety	Trustwide
289	Medicines Reconciliation Policy	Clinical effectiveness and safety	Trustwide
294	Implementation of NICE Guidance	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 (all)
303	Transfer of Care within Oxleas and externally (including patients on CPA)	Clinical effectiveness and safety	Trustwide
305	Nutrition and Hydration Management Policy	Clinical effectiveness and safety	Trustwide
325	AWOL and missing patients procedure	Clinical effectiveness and safety	Trustwide
349	Depot antipsychotic medication - guidelines for administration	Clinical effectiveness and safety	Trustwide
476	Catheter Care Policy	Clinical effectiveness and safety	Trustwide
479	Care and treatment of service users with co-occurring mental health, drugs and alcohol problems (COMHAD)	Clinical effectiveness and safety	Trustwide
480	Managing illicit drugs and alcohol on Trust Premises	Clinical effectiveness and safety	Trustwide
482	Exercise equipment policy	Clinical effectiveness and safety	Trustwide
484	Clinical Audit Policy	Clinical effectiveness and safety	Trustwide
485	Resuscitation Policy for Adults and Children	Clinical effectiveness and safety	Trustwide
486	Possession and use of mobile phones by service users	Clinical effectiveness and safety	Trustwide
722	Policy for the transcribing for administration of medicines in Oxleas community health services intermediate care units and Barefoot Lodge	Clinical effectiveness and safety	Trustwide
735	Bed Rails (Use of) Policy for Adults	Clinical effectiveness and safety	Trustwide
737	End of Life Care	Clinical effectiveness and safety	Trustwide
738	Patient Group Directions (PGD) Policy	Clinical effectiveness and safety	Trustwide
749	Dysphagia 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
766	Advance Care Planning including Advance Decisions and Advance Statements Policy	Clinical effectiveness and safety	Trustwide
793	Guidelines for the use of the CME Mckinley t34 syringe driver pump for adults in palliative care	Clinical effectiveness and safety	Trustwide
796	Safe use of injectable medicines policy	Clinical effectiveness and safety	Trustwide
813	Night duties in bed based services	Clinical effectiveness and safety	Trustwide
820	Covert Administration of Medicines within Food and Drink	Clinical effectiveness and safety	Trustwide
826	Bed Management Policy	Clinical effectiveness and safety	Mental Health (all)
829	VIP, Celebrity and Media Visitor Access Policy	Clinical effectiveness and safety	Trustwide
831	Complementary Therapies Policy	Clinical effectiveness and safety	Trustwide
833	Clinical Policy for decisions on Do Not Attempt Cardiopulmonary Resuscitation (DNACPR)	Clinical effectiveness and safety	Trustwide
841	Long term segregation guidelines	Clinical effectiveness and safety	Trustwide
874	Research and Development Policy	Clinical effectiveness and safety	Trustwide
877	Care Planning Policy	Clinical effectiveness and safety	Trustwide
882	Controlled Drugs Policy	Clinical effectiveness and safety	Trustwide
886	Healthy Eating Policy	Clinical effectiveness and safety	Trustwide
887	Kitchen sharps policy	Clinical effectiveness and safety	Trustwide
891	Guidelines for the use of the Nova Biomedical StatStrip® Xpress™ Blood Glucose and Blood Ketone Meter	Clinical effectiveness and safety	Trustwide
915	Inquest Protocol	Clinical effectiveness and safety	Trustwide
922	ECG Machines Standard Operating Procedure (SOP) for	Clinical effectiveness and safety	Trustwide
923	In-patient Smoke Free Policy	Clinical effectiveness and safety	Mental Health (all)

Ref	Document title	Subject area	Scope
930	Medicines Policy	Clinical effectiveness and safety	Trustwide
935	Managing choice on patient discharge	Clinical effectiveness and safety	Trustwide
939	Implantable Cardioverter Defibrillator (ICD) guidance	Clinical effectiveness and safety	Trustwide
949	Bowel Care Policy	Clinical effectiveness and safety	Trustwide
950	Rapid Tranquillisation Protocol	Clinical effectiveness and safety	Trustwide
954	Accessible Information Policy	Clinical effectiveness and safety	Trustwide
957	Carers and Confidentiality Policy	Clinical effectiveness and safety	Trustwide
962	Body Worn Cameras Policy	Clinical effectiveness and safety	Mental Health (all)
963	Pressure Ulcer Policy - Prevention, Management and Reporting	Clinical effectiveness and safety	Trustwide
964	Health Based Place of Safety Operational Policy (Oxleas House)	Clinical effectiveness and safety	Mental Health (all)
981	Body Worn Cameras System Policy	Clinical effectiveness and safety	Trustwide
983	Safety Pod Standard Operating Procedure	Clinical effectiveness and safety	Mental Health (all)
986	RiO EOBS Theapeutic Observations Standard Operational Policies	Clinical effectiveness and safety	Trustwide
987	Refer eligible patients with COVID-19 in inpatient settings for neutralising Monoclonal Antibodies (nMABs) or antiviral treatment	Clinical effectiveness and safety	Trustwide
23	Waste Management Policy and Procedures	Estates and Facilities	Trustwide
182	Management of contractors working on trust premises	Estates and Facilities	Trustwide
204	CCTV on trust premises	Estates and Facilities	Trustwide
306	Facilities Liaison Policy	Estates and Facilities	Trustwide
307	Cleaning Policy	Estates and Facilities	Trustwide
353	Planned and Preventative maintenance and reactive maintenance policy	Estates and Facilities	Trustwide
354	Legionella and Water Management Policy	Estates and Facilities	Trustwide
488	Incident Response Plan	Estates and Facilities	Trustwide
807	Sustainability and Environmental Policy	Estates and Facilities	Trustwide
842	Window Restrictors Policy	Estates and Facilities	Trustwide
897	Queen Mary's Sidcup Car Parking Policy	Estates and Facilities	Trustwide
948	Water Safety Plan	Estates and Facilities	Trustwide
139	Anti-Fraud and Corruption Policy	Finance	Trustwide
145	Standing Financial Instructions	Finance	Trustwide
146	Standing Orders	Finance	Trustwide
150	Receipt of Cash and Cheques and the Subsequent Banking of Income (SFP4)	Finance	Trustwide
151	Standing Financial Procedures section 05 - Charitable Funds	Finance	Trustwide
154	Petty Cash Policy	Finance	Trustwide
157	VAT Procedure (SFP11)	Finance	Trustwide
159	Property, Plant and Equipment Policy (SFP13)	Finance	Trustwide
161	Prescribing requisition of prescription pads FP10 (SFP15)	Finance	Trustwide
474	Special Payments Policy	Finance	Trustwide
491	Gifts and Hospitality Policy	Finance	Trustwide
761	Declaration of Interest Policy	Finance	Trustwide
767	Financial Approval Limits (SFP16)	Finance	Trustwide
770	Purchasing Card Policy	Finance	Trustwide
792	Salary Overpayments and Underpayments	Finance	Trustwide
795	Payroll Policy	Finance	Trustwide
805	Patients Property Policy	Finance	Trustwide
808	Budgeting Framework	Finance	Trustwide
840	Patients Money Policy (SFP9)	Finance	Trustwide
866	Business Case Production and Approval Policy	Finance	Trustwide
908	Procurement Policy	Finance	Trustwide
917	CIP Monitoring and QIA Process	Finance	Trustwide
936	Expenses, Subsistence and Lease Cars (SFP12)	Finance	Trustwide
937	Indemnity Insurance and Claims Management Policy	Finance	Trustwide
978	QIA-NED led review SBAR Policy	Finance	Trustwide
220	Policy for the development, ratification, and review of policies, procedures and guidelines	Governance and risk	Trustwide
811	Risk Management Framework	Governance and risk	Trustwide

Ref	Document title	Subject area	Scope
918	Access to legal advice	Governance and risk	Trustwide
44	Protection of Lone Workers Policy	Health and Safety	Trustwide
94	First Aid Policy	Health and Safety	Trustwide
95	Driving at Work	Health and Safety	Trustwide
97	Health and Safety Policy	Health and Safety	Trustwide
102	Moving and Handling Guidelines Policy and Guidelines	Health and Safety	Trustwide
105	Security Policy and Procedures	Health and Safety	Trustwide
108	Fire Safety Policy	Health and Safety	Trustwide
109	Display Screen Equipment	Health and Safety	Trustwide
181	Control of substances hazardous to health (COSHH) Policy	Health and Safety	Trustwide
183	Food Safety Policy	Health and Safety	Trustwide
308	Slips, trips and falls policy (non-clinical)	Health and Safety	Trustwide
473	Management of Ignition Sources and Highly Flammable Substances	Health and Safety	Mental Health (all)
797	Fire Safety Management System	Health and Safety	Trustwide
798	Lockdown Policy	Health and Safety	Trustwide
799	Asbestos Policy	Health and Safety	Trustwide
800	Medical Gas Policy	Health and Safety	Trustwide
802	Fire Safety Protocols	Health and Safety	Trustwide
821	Portable Appliance Test (PAT) Policy	Health and Safety	Trustwide
822	Latex Allergy and Dermatitis Prevention Policy	Health and Safety	Trustwide
823	Lift Management Policy	Health and Safety	Trustwide
824	Scalding policy	Health and Safety	Trustwide
827	Emergency Preparedness Resilience and Response (EPRR) Policy	Health and Safety	Trustwide
960	RIDDOR Reporting of COVID-19	Health and Safety	Trustwide
984	Corporate Business Continuity Plan	Health and Safety	Trustwide
123	Annual Leave and General Public Holidays	Human resources	Trustwide
124	Attendance at Work During Inclement Weather	Human resources	Trustwide
125	Bullying & Harrassment Policy	Human resources	Trustwide
127	Workforce Alcohol and Drugs policy	Human resources	Trustwide
128	Induction Training Policy	Human resources	Trustwide
129	Maternity, Paternity, Adoption and Parental Leave Policy	Human resources	Trustwide
133	Raising a Matter of Concern (whistleblowing)	Human resources	Trustwide
134	Disclosure and Barring Service (DBS) Policy	Human resources	Trustwide
135	Retirement and Long Service Recognition Policy	Human resources	Trustwide
136	Annual Season Ticket Loan Scheme	Human resources	Trustwide
137	Sickness Absence and ill health policy	Human resources	Trustwide
166	Developmental Review and Personsal Development Planning Policy	Human resources	Trustwide
168	Continuing Personal and Professional Development (CPPD) Policy	Human resources	Trustwide
169	Identification and Management of Work Related Stress Policy and Procedure	Human resources	Trustwide
171	Trade Union Recognition Agreement	Human resources	Trustwide
172	Special Leave Policy	Human resources	Trustwide
173	Recruitment and Selection Policy	Human resources	Trustwide
176	Grievance and Collective Disputes Procedure	Human resources	Trustwide
177	Flexible Working Toolkit	Human resources	Trustwide
179	Disciplinary policy, procedure and rules	Human resources	Trustwide
180	Capability procedure	Human resources	Trustwide
226	Mandatory Training Policy	Human resources	Trustwide
227	Professional Registration and Approved Clinician Policy	Human resources	Trustwide
231	No Smoking Policy	Human resources	Trustwide
232	Temporary Promotion and Secondment Policy and Procedure	Human resources	Trustwide
233	Starting Salaries Policy	Human resources	Trustwide
236	Managing Organisational Change Policy	Human resources	Trustwide
237	Appointment of NHS Consultants	Human resources	Trustwide

Ref	Document title	Subject area	Scope
251	Prejudicial and Discriminatory Behaviour against staff by service users	Human resources	Trustwide
298	Supervision Policy	Human resources	Trustwide
732	Medical Appraisal and Revalidation Policy	Human resources	Trustwide
752	Supporting staff affected by an incident, complaint or claim	Human resources	Trustwide
785	Equality and Human Rights Policy	Human resources	Trustwide
803	Time off in Lieu (TOIL) Policy	Human resources	Trustwide
809	Reasonable Adjustments Policy	Human resources	Trustwide
810	Injury Allowance Policy	Human resources	Trustwide
819	Pay Progression Policy	Human resources	Trustwide
845	Uniform and Dress Code Policy for All Staff	Human resources	Trustwide
876	Seasonal influenza vaccination programme for all Oxleas employees	Human resources	Trustwide
879	Probationary Period Policy and Procedure	Human resources	Trustwide
881	Medical Trainee in Difficulty Policy	Human resources	Trustwide
920	Rostering, Temporary Staffing and Safe Staffing Policy	Human resources	Trustwide
934	Buying and Selling Annual Leave	Human resources	Trustwide
942	Armed Forces Reservists Policy	Human resources	Trustwide
946	Supporting transgender service users	Human resources	Trustwide
947	Supporting Transgender Employees	Human resources	Trustwide
955	Fit and Proper Persons Requirements	Human resources	Trustwide
965	Relationship Policy	Human resources	Trustwide
966	Menopause and Andropause Policy	Human resources	Trustwide
982	Agile Working Policy	Human resources	Trustwide
92	Central Alerts System (CAS) Policy	Incidents and complaints	Trustwide
163	Complaints Policy and Procedures	Incidents and complaints	Trustwide
272	Duty of Candour and Being Open Policy	Incidents and complaints	Trustwide
279	Incident Management Policy and Procedures	Incidents and complaints	Trustwide
895	Responding to deaths (including engagement with bereaved families and carers)	Incidents and complaints	Trustwide
926	Serious Incident Investigations supporting staff	Incidents and complaints	Trustwide
927	Serious Incident Investigations Process	Incidents and complaints	Trustwide
12	Hand Hygiene	Infection control	Trustwide
15	Outbreak Policy	Infection control	Trustwide
185	Standard Infection Control Precautions	Infection control	Trustwide
186	Collection and transport of specimens for investigation	Infection control	Trustwide
187	Isolation Policy	Infection control	Trustwide
189	Reporting of notifiable diseases	Infection control	Trustwide
239	Safe handling and management of sharps	Infection control	Trustwide
240	Scabies (Management of)	Infection control	Trustwide
260	MRSA Policy	Infection control	Trustwide
261	Laundry Policy (Management of)	Infection control	Trustwide
262	Tuberculosis (TB) Policy (Management of)	Infection control	Trustwide
263	Influenza Policy	Infection control	Trustwide
265	Clostridium Difficile Policy	Infection control	Trustwide
266	Aseptic Non Touch Technique Policy	Infection control	Trustwide
267	Decontamination Policy	Infection control	Trustwide
268	Transmissible Spongiform Encephalopathies (TSE) Policy	Infection control	Trustwide
275	Infection Prevention and Control Policy	Infection control	Trustwide
293	Mattress Management	Infection control	Trustwide
297	Head lice detection and treatment	Infection control	Trustwide
304	Chicken Pox and Shingles (Varicella Zoster Virus) Policy	Infection control	Trustwide
350	Care of the deceased - infection control precautions	Infection control	Trustwide
466	Admission, movement/transfer and discharge of patients with an infection/infectious disease policy	Infection control	Trustwide
724	Inoculation Injuries Policy	Infection control	Trustwide
781	Peripheral Cannulation Policy	Infection control	Trustwide

Ref	Document title	Subject area	Scope
794	Diarrhoea and Vomiting Policy	Infection control	Trustwide
815	Resistant Organisms	Infection control	Trustwide
830	Carbapenemase-producing Enterobacteriaceae (CPE) in Non-acute and Community Settings Toolkit	Infection control	Trustwide
861	Infection Prevention and Control in Childcare Settings	Infection control	Trustwide
868	Bed bug policy	Infection control	Trustwide
883	Sepsis Policy	Infection control	Trustwide
884	Use of FFP3 Respirators Policy	Infection control	Trustwide
889	Surveillance and reporting of HCAI's and antibiotic resistant organisms	Infection control	Trustwide
892	Animals in Healthcare Settings	Infection control	Trustwide
916	Measles Policy	Infection control	Trustwide
941	Use of portable fans in Healthcare	Infection control	Trustwide
943	Staff Screening and Immunisation Policy	Infection control	Trustwide
5	Clinical Records Policy	Information and ICT	Trustwide
117	Records Management Policy & Strategy	Information and ICT	Trustwide
118	Freedom of Information Act 2000 Policy	Information and ICT	Trustwide
119	Email Policy and Code of Practice	Information and ICT	Trustwide
120	Internet Policy	Information and ICT	Trustwide
121	ICT Security Policy	Information and ICT	Trustwide
213	Freedom of Information Act Procedure	Information and ICT	Trustwide
222	Data Governance Framework	Information and ICT	Trustwide
250	Data Protection Policy	Information and ICT	Trustwide
253	Clinical Coding Policy	Information and ICT	Trustwide
255	Network Specific Security Policy	Information and ICT	Trustwide
271	Service User Internet and PC usage policy	Information and ICT	Trustwide
296	Mobile Phone Policy	Information and ICT	Trustwide
345	Guidance on the writing and digital recording of minutes and agendas	Information and ICT	Trustwide
487	Visual and audio recording of patients and families	Information and ICT	Trustwide
740	Datix System Security Policy	Information and ICT	Trustwide
741	HealthRoster Security Controls	Information and ICT	Trustwide
743	MiDatabank Security Policy	Information and ICT	Trustwide
744	RiO System Security Policy	Information and ICT	Trustwide
745	WINDIP System Security Policy	Information and ICT	Trustwide
747	ESR System Security Policy	Information and ICT	Trustwide
748	Confidentiality Code of Conduct	Information and ICT	Trustwide
786	Scanning to RiO Policy	Information and ICT	Trustwide
835	Ascribe System Security Policy	Information and ICT	Trustwide
836	HealthRoster IT System Security Policy	Information and ICT	Trustwide
875	Metric Management Policy	Information and ICT	Trustwide
893	RiO MIA - Mobile Information Access	Information and ICT	Trustwide
894	iMessage - Mobile Working	Information and ICT	Trustwide
896	Information Governance Policy and Strategy	Information and ICT	Trustwide
900	Find Friends - Mobile Working	Information and ICT	Trustwide
913	MES Engage System Security Policy	Information and ICT	Trustwide
919	Oxleas Learning Centre Security Policy	Information and ICT	Trustwide
929	iFox Security Policy	Information and ICT	Trustwide
931	Registration Authority Policy	Information and ICT	Trustwide
959	Patients recording NHS staff in health and social care settings	Information and ICT	Trustwide
967	Recommended apps policy	Information and ICT	Trustwide
968	DOCMAN system security policy	Information and ICT	Trustwide
832	Allocation of Responsible Clinician (RC) and identification of Nominated Deputy	Mental Health Act	Mental Health (all)
310	Community Treatment Order policy (Section 17A)	Mental Health Legislation	Trustwide
311	Section 132 - Duty to give information to detained patients	Mental Health Legislation	Trustwide
318	Administration of Managers hearings - procedure	Mental Health Legislation	Trustwide

Ref	Document title	Subject area	Scope
321	Renewal of detention and extension of CTO guidance (Section 20 and 20A)	Mental Health Legislation	Trustwide
339	Medical Treatment under the Mental Health Act 1983	Mental Health Legislation	Trustwide
340	Mental Health Tribunal Policy	Mental Health Legislation	Trustwide
469	Section 117 - Aftercare	Mental Health Legislation	Trustwide
483	Mental Capacity Act Policy	Mental Health Legislation	Trustwide
765	Deprivation of Liberty Safeguards Policy	Mental Health Legislation	Trustwide
912	Exclusion of visitors to detained patients and withholding of mail	Mental Health Legislation	Trustwide
944	MHA Managers Management Policy	Mental Health Legislation	Trustwide
951	MAPPA - Multi-agency public protection arrangements	Mental Health Legislation	Trustwide
130	Media Issues	Miscellaneous	Trustwide
131	Expenses and Payment Policy for Service Users and Carers undertaking work commissioned by the Trust	Miscellaneous	Trustwide
196	Supervision and Assessment of Pre-registration Nursing Learners	Professional practice	Trustwide
197	Preceptorship	Professional practice	Trustwide
252	Professional Standards for Medical Staff	Professional practice	Trustwide
772	Private Practice Policy	Professional practice	Trustwide
985	Oxleas AHP Preceptorship Policy	Professional practice	Trustwide
89	Safeguarding Children Policy and Procedures	Safeguarding	Trustwide
90	Child Visiting Policy	Safeguarding	Trustwide
249	Domestic Abuse Policy and Procedures	Safeguarding	Trustwide
254	Safeguarding adults guidance for staff	Safeguarding	Trustwide
784	Prevent Policy	Safeguarding	Trustwide