Number	Name	Current version	Author	Review date	Approved at Policy Council
C001	Management of Trust Wide Procedural documents (policies, procedures, protocols, guidelines)	4.1	Chair of Policy Council	Jul-21	Jul-18
C002	Risk Management Strategy Plan and Policy	10.4	Associate Director of Quality & Safety / Head of Complaints & Litigation	Sep-18	Jun-18
C003	Incident Management Policy	4.7	Associate Director of Safety and Risk Assurance	Jul-21	Jun-18
C006	Complaints / Concerns Policy and Procedure	7.0	Head of Complaints & Litigation	Jul-21	Jul-18
C009	Policy for the Reporting, Management and Investigation of Claims/Potential Claims against the Trust	5.0	Head of Legal Services	Jun-21	Jun-18
C012	Policy and Protocols for Investigation and Root Cause Analysis of Incidents, Complaints and Claims and Associated learning	8.8	Associate Director of Safety and Risk Assurance	Nov-18	Jul-18
C013	Clinical Records Policy	5.3	Directorate Manager Centralised Outpatients & Administration Services	May-21	May-18
C014	Policy for Consent to Examination or Treatment	4.0	Clinical Effectiveness Manager / Divisional Gov Lead	Jul-18	Jun-18
C015	Policy for Introducing New Clinical Techniques or Procedures and New Point of Care Testing (POCT) Devices	2.0	PSG Chair and Clinical Effectiveness Manager	May-20	May-16
C016	Patient Discharge Policy	2.4	Head of Clinical Flow	May-21	May-18
C017	Medical Devices Management Policy	4.3	EBME Manager	Dec-17	Sep-17
C018	Blood Transfusion Policy	12.0	Blood Transfusion Practitioners	Feb-21	Feb-18
C019	Resuscitation Procedures	5.6	Life Support Training Manager	Oct-16	Sep-16
C020	Access Booking and Choice Policy	4.0	Head of Patient Administration	Jun-19	Jun-16
C022	Policy and Guidelines for Production of Patient Information	2.6	Risk Manager	Jul-21	Jul-18

C024	Industry Funded Clinical Research Trials	5.0	Research and Development Manager	Dec-20	Jul-17
C025	Policy for Dealing with Allegations of Misconduct in Research	1.1	Research and Development Manager	withdrawn	withdrawn
C026	Intellectual Property Rights	4.0	Research and Development Manager	Dec-18	Jan-16
C027	Notification and Approval of all Research and Development Activity	4.2	Research and Development Manager	May-18	Feb-18
C029	Safer Handling Policy	6.0	Safer Handling Lead	Jun-21	Jun-18
C030	Breaking Bad News	2.1	Macmillan End of Life Care Lead	withdrawn	Oct-15
C031	Freedom of Information Policy	4.0	Company Secretary	Oct-18	Oct-17
C034	Safeguarding Children Policy	7.1	Named Nurse for Safeguarding Children & Young People	Jun-20	Jun-17
C037	Trust Fire Policy	5.0	Fire Safety Advisor	Feb-20	Feb-17
C040	Management of Asbestos at Work Policy	2.4	Capital Project Manager	Feb-21	Feb-18
C041	Medical Gas Pipelines Systems Management Policy	1.3	Operational Estates Manager	Aug-19	Aug-16
C044	IM&T Disaster Recovery Policy	2.1	Associate Director IM&T	withdrawn	Jan-12
C045	Information Security Policy	3.2	Head of IG	Apr-19	Jun-18
C046	Email and Internet Access	4.1	Head of IT Services	withdrawn	Aug-15
C047	Personal Computer Policy	3.1	Head of IT Services	withdrawn	Aug-15
C049	Volunteers Policy	3.2	Voluntary Services Manager	Aug-19	Jun-18
C051	Control of Substances Hazardous to Health Policy (COSHH)	2.8	Health & Safety Advisor	Jan-19	Jul-18
C052	Health & Safety Policy	5.0	Health & Safety Advisor	Aug-21	Aug-18
C053	Display Screen Equipment Policy	4.0	Health & Safety Advisor	Jun-19	May-16
C054	First Aid Policy	2.1	Health & Safety Advisor	Sep-18	Oct-15
C055	Health & Safety Audit Policy	2.0	Health & Safety Advisor	Jul-20	Jul-17
C056	Personal Protective Equipment	3.1	Health & Safety Advisor	Jan-19	Jul-18
C057	Working at Height	3.2	Health & Safety Advisor	Jan-19	Jul-18
C058	Patient Identification Policy	4.1	Associate Director of Quality & Safety	May-21	May-18
C059	Laser Safety Policy	5.5	Laser Safety Committee	Jun-18	Feb-18
C062	Smokefree Policy	3.0	Smokefree Service Lead	Feb-19	Feb-18

C063	Equipment Management Policy	1.3	Operational Estates Manager	Jun-21	Jun-18
C064	Medicines Management Policy	5.0	Assistant Director of Pharmacy - Clinical Services	Mar-21	Mar-18
C065	Central Alert System (CAS) Policy and Procedure (Previously known as SABS)	3.5	Health & Safety Advisor	Aug-18	Jul-18
C066	Policy for Care After Death and Support of the Bereaved	3.1	Bereavement Care Co-ordinator	Nov-20	Nov-17
C067	Policy and Practice Guidelines for Management the Risks Associated with Safeguarding Vulnerable Adults	6.0	Head of Safeguarding	Dec-18	Apr-16
C068	Security Management Strategy and Policy Statement (including the management of Violence and Aggression and Lone Working)	3.0	Trust Security Management Team	withdrawn	Aug-15
C068a	Security Management Policy	4.1	Trust Security Manager	May-19	May-16
C068b	Security Management: Personal Safety	4.1	Trust Security Manager	Mar-20	Mar-17
C068c	Security Management: Operational Security Policy	4.0	Trust Security Manager	May-19	May-16
C068d	Security Management: Missing/Absconded Patients Policy	4.0	Trust Security Manager	Jun-19	May-16
C069	Resilience And Escalation Policy & Procedure (REPP)	6.0	Divisional Director ICG	Jun-21	Jun-18
C070	Water Management Policy	4.0	Water Safety Committee	Dec-18	Jun-18
C071	Waste Management Policy	4.2	Logistics Manager	Mar-21	Mar-18
C072	PFI Whole Waste Policy	1.1	Project Manager	withdrawn	
C074	Guidance for the Safe Transfer of Adult Patients	4.0	Assistant Director of Nursing SAS	Apr-21	Apr-18
C075	Openness and Honesty - when things go wrong incorporating requirements of Duty of Candour	5.5	Assistant Director of Patient Safety and Risk	Jul-18	Jun-18
C076	Car Parking Policy	4.3	PFI Contract Manager/Trust Security Manager	Aug-20	Nov-17
C077	Confidentiality of Personal Information	2.5	Head of IG and Data Protection	Apr-19	Feb-18
C078	Slips, Trips and Falls Prevention Policy	4.1	Assistant Director of Patient Safety and Risk	Jun-20	Jun-17
C079	Information Governance Policy	2.0	Head of IG	Apr-19	Feb-18
C080	Records Management Lifecycle Policy	1.5	Health Records Manager	Feb-19	Feb-18
C081	Emergency Blood Management Policy	4.6	Haematology Manager	Jul-19	Jul-18

C082	How to Implement the Mental Capacity Act 2005 and apply the Supporting Code of Practice	7.0	Lancs Multi-Agency MCA Policy and Procedure Steering Group	May-21	May-18
C084	Consent to Post Mortem Examination Policy	2.2	Mortuary Manager / Family Liaison officer	Aug-19	Aug-16
C085	Preoperative Assessment Policy for Haemoglobin Optimisation for Elective Procedures	2.1	Transfusion Practitioner / Preoperative Assessment Manager	Apr-19	Aug-16
C086	Assistant Dog Policy	2.1	Human Resources Department	Aug-21	Jul-18
C087	Guidelines for the Care of Adults with Learning Disabilities within East Lancashire Hospitals NHS Trust	2.0	Specialist Nurse Learning Disability / Adult Safeguarding Lead	Feb-20	Feb-17
C088	Photography and Video Recordings : Policy and Procedure to maintain Confidentiality and Consent, Copyright and Storage	1.3	Governance Systems Development Manager	Dec-16	Aug-16
C089	Latex Policy	2.3	Theatre Operational Manager	Mar-19	Mar-17
C090	Energy and Carbon Management Policy	3.0	Energy Manager	Oct-19	Oct-16
C091	Staff Accommodation Policy	1.3	Associate Director of Estates and Facilities	Jan-20	Jan-17
C093	Pest Control Policy	2.0	ELHT Patient Services Manager	Jan-19	May-16
C094	Trust Aseptic Policy and Aseptic Dispensing for NHS Patients	2.3	Assistant Director of Pharmacy	Jan-19	Mar-17
C095	Medicines Reconciliation Policy	2.1	Deputy Director Pharmacy Services / Senior Clinical Pharmacist	withdrawn	Aug-17
C096	Built Environment Operation and Maintenance Policy	1.2	Associate Director of Estates and Facilities	withdrawn	Oct-16
C097	Infection Prevention and Control in the Built Environment	1.2	Capital and Estates Manager	withdrawn	Oct-16
C098	Non-Medical Prescribing Policy	4.0	Non-medical Prescribing Lead / AD of Pharmacy	withdrawn	Aug-16
C099	Clinical Attachment Policy	1.4	Head of Recruitment Services	Oct-18	Feb-18
C100	Cancer Key Worker Policy	1.2	Lead Cancer Nurse	Jan-19	Jan-16
C101	Policy for the Educational Supervision of Doctors in Training	2.0	Associate Medical Director (Medical Education)	withdrawn	Sep-16
C102	Mobile Phone Usage Policy	2.0	Governance Systems Development Manager	withdrawn	Apr-14

C103	Organ / Tissue Donation and Required Referral Policy	4.0	ELHT Organ Donation Committee	Apr-21	Apr-18
C104	PFI - Hospital Policy and Procedures	1.2	Head of Estates / PFI Contract Office	withdrawn	Apr-14
C105	Controlled Drug Policy	3.0	Assistant Director of Pharmacy	Sep-20	Sep-17
C106	Management of Contractors	1.5	Capital and Estates Manager	Sep-20	Sep-17
C107	Eliminating Mixed Sex Accommodation (EMSA) Policy	1.4	DSSA Task and Finish Group	Aug-19	Aug-16
C108	Safeguarding Children Training Strategy	2.1	Named Nurse for Safeguarding Children & Young People	withdrawn	Jun-17
C109	Honorary Research Contracts Policy	2.0	Research and Development Manager	Aug-20	Aug-17
C110	Policy for the On Site Management of Suppliers and Supplier Representatives	1.3	North West Collaborative Commercial Agency	Feb-21	Feb-18
C111	IT Systems Access Policy	1.0	Information Governance Steering Group	withdrawn	Aug-15
C112	Policy and Practice Guidelines for Domestic Abuse	2.1	Safeguarding Team	Jun-18	Feb-18
C113	Safeguarding Children Supervision Policy	3.0	Safeguarding Team	Dec-18	Oct-15
C114	Clinical Audit Strategy & Operational Policy	1.7	Clinical Audit Manager	Oct-18	Jul-18
C115	Policy for Developing Local Policies to Manage the Risks of Clinical Diagnostic Tests or Screening Procedures	3.0	Governance Lead - Diagnostic and Clinical Support	Aug-20	Aug-17
C116	Do Not Attempt Cardiopulmonary Resuscitation (DNACPR) Adult Policy (Unified)	1.3	End of Life Steering Group	Aug-18	Feb-18
C117	Policy for the Treatment of Patients following Potential Exposure to CBRN (Chemical, Biological, Radiological, Nuclear) Contaminants	1.4	Emergency Department	Jun-18	Feb-18
C118	Policy for the Prevention & Management of Child / Infant Abduction	2.0	Trust Security Manager / Family Care Governance Lead	Oct-19	Oct-16
C119	Human Trafficking policy & practice guide	2.0	Safeguarding Team	Sep-19	Aug-16
C121	IT Asset Management Policy	1.0	Associate Director of Informatics	withdrawn	Apr-14
C122	Prevention and Management of Femal Genital Mutilation	2.0	Safeguarding Children Practitioners	Aug-19	Aug-16
C123	Management of External Visits and Accreditations	2.0	Assistant Director of Safety & Risk Assurance	Aug-18	Sep-16

C124	Intentional Rounding Policy	1.2	Deputy Director of Nursing & Assistant Director of Nursing	Dec-19	Dec-16
C125	Use of Bed Rails for Adults Policy	2.0	Health & Safety Advisor/Acute Falls Prevention Lead	Dec-19	Dec-16
C126	Community Equipment Policy	1.0	Associate Medical Director	withdrawn	Mar-15
C127	Policy for Nurses' Verification of Expected Death	3.0	Bereavement Care Co-ordinator	Dec-20	Dec-17
C128	Ionising Radiation Safety Policy	1.0	Radiology Directorate Manager	Dec-18	Jan-16
C129	Ligature Point Risk Assessment Policy	1.0	Health and Safety Advisor	Dec-18	Jan-16
C130	Prevent Policy	1.0	Head of Safeguarding & Prevent Lead	Dec-18	Dec-15
C131	ELHT Transfusion Management of Massive Haemorrhage Protocol	1.1	Transfusion Practitioners	May-19	May-16
C132	Child Sexual Exploitation Policy	2.0	ELHT Children's Safeguarding Practitioner	Apr-21	Apr-18
C133	Space Management Policy	1.0	Space Utilisation Manager	Jan-20	Jan-17
C134	Subject Access Request Policy	1.0	Head of IG	Jul-21	Jul-18
C135	Safe Nursing and Midwifery Staffing Escalation Policy	2.0	Deputy Director of Nursing & Assistant Director of Nursing	Jul-21	Jul-18
C136	Vehicle Tracking Policy	1.0	Logistics Manager	Jun-20	Jun-17
C137	Official Visitor's Access Policy	1.1	Communications Team	Aug-20	Aug-17
C138	National Confidential Enquiries Policy	1.1	Clinical Effectiveness Manager	Dec-20	Dec-17
C139	Implementation of NICE Guidance and Quality Standards Policy	1.2	Clinical Effectiveness Manager	Dec-20	Feb-18
C140	Discharge Lounge Clinical Operational Policy	1.0	Practice Development Lead	Jul-18	Jul-17
C141	Nursing and Midwifery Revalidation Policy and Guidance	1.0	Revalidation Facilitator	Aug-20	Aug-17
C142	Organisation-wide Compliance with National Safety Standards for Invasive Procedures (NatSSIPS)	1.0	Assistant Director of Safety & Risk Assurance	Feb-21	Feb-18
C143	Learning from Deaths Policy	1.0	Deputy Medical Director	May-21	May-18
C144	Sustainability Policy	1.0	DGM for Estates and Facilities	Mar-21	Mar-18
CP01	Mouthcare for Complex Patients Policy	2.0	Bereavement Care Coordinator	May-21	May-18

CP02	Policy & Code of Practice for the Prevention and Management of Inoculation/Sharps Injuries	2.5	Head of Occupational Health	Mar-18	Jul-17
CP03	Referral to Radiology by Non-Medical Registered Health Professionals	4.0	Radiology Manager	Jul-21	Jul-18
CP04	Advanced Practice by Radiographers Policy and Procedures	2.0	Radiology Clinical Tutor	withdrawn	
CP05	Enteral Tube Feeding Nursing Guidelines (Adult)	4.1	Nutrition Support Team	Aug-19	Aug-16
CP06	Vacuum Assisted Closure (VAC)	1.2	Tissue Viability Nurse	withdrawn	Apr-14
CP07	Chemotherapy Services Operational Policy	3.1	Assistant Director of Pharmacy / Cancer Services Business Manager	Dec-17	Aug-17
CP08	Policy for the use of Maggot Therapy in Wound Care	2.1	Integrated Wound Care Services, Community Division	withdrawn	Sep-11
CP09	Procedure for Nurses Performing Rectal Examination/Manual Evacuation of Faeces	1.1	Continence Advisor	withdrawn	
CP10	Procedure for the Management of Intravenous Potassium Solutions	2.3	Assistant Director of Pharmacy / Specialist Clinical Pharmacist	Nov-19	Nov-16
CP11	Management of the Critically Ill Child within the Childrens Minor Illness Unit (CMIU) at Burnley General Hospital	3.0	Divisional Director - Family Care	Oct-17	Apr-14
CP12	Management of the Acutely Ill Child at BGH Operational Policy for Urgent Care Centre	2.1	ED Consultant	Aug-20	Aug-17
CP13	Guidelines for the Prevention and Management of the Refeeding Syndrome	4.0	East Lancashire Wide Group	Jul-21	Jul-18
CP14	Refeeding Syndrome (previously Oral / Enteral Syringe Policy)	1.0	Clinical Director of Pharmacy	May-18	May-15
CP15	Chest Drain Policy	1.1	CD Respiratory	Sep-16	Sep-16
CP16	Sedation Protocol	2.0	Chair of Patient Safety Group	Nov-19	Jul-17
CP17	Venous Thrombo-Embolism (VTE) (non Obstetric) Part 1 Prophylaxis, Part 2 Management of VTE	1.5	Chair of VTE Committee	Jan-19	Aug-16
CP18	Policy for the Nutrition and Hydration Provision to Inpatients	4.0	Nutrition Steering Group	Jun-21	Jun-18

CP19	Protocol for the Supply and Administration of Oral Bowel Cleansing Preparation (BCP) prior to Colonoscopy/Flexible Sigmoidoscopy	2.0	Endoscopy Directorate	Jun-21	Jun-18
CP20	Parenteral Nutrition Policy	3.2	Head of Dietetics & Orthotics	Oct-18	Jun-18
CP21	Thrombolysis Operational Policy	4.0	Cardiac & Stroke Networks in Lancashire & Cumbria	Jun-21	Jun-18
CP22	Syringe Pump Policy (Palliative Care)	5.0	Palliative Medicine Consultant	Jun-20	Jun-18
CP23	Guidelines for analgesic management of adult Sickle Cell Crises	2.0	Haematology and Acute Pain Lead	Sep-19	Nov-16
CP24	Intravenous Therapy Policy (Adult and Paediatrics (not neonates))	2.2	Intravenous Therapy Forum	Nov-19	Nov-17
CP25	Pressure Ulcer Prevention and Management Policy	3.0	Tissue Viability Nurse	Sep-18	Sep-15
CP26	Humidification of Oxygen Policy	2.1	Humidification Project Team (HPT)	Mar-19	Mar-17
CP27	Neutropenic Sepsis Policy for Adult Cancer Patients	3.0	Acute Oncology Team	Apr-19	Mar-18
CP28	Point of Care Testing (POCT) Policy	1.3	Point of Care Testing Chair & Coordinator, Consultant Clinical Scientist & Quality Manager	May-19	May-16
CP29	External Jugular Venepuncture	2.0	Specialist Nurse in Hepatology	Mar-19	Mar-17
CP30	Care of the Dying patient	3.0	Clinical Lead for End of Life Care	Aug-21	Aug-18
CP31	Abdominal Paracentesis (Diagnostic and Therapeutic)	1.2	End of life team	Jun-19	Jun-16
CP32	Leg Ulcer Policy	1.2	Senior Lower Limb Vascular Nurse	Oct-18	Dec-17
CP33	Protocol for the Return of Radiology Requests for Patients Deemed Unfit by the Referrer or Where Adequate Safety Questions Have Not Been Completed by the Referrer	1.0	Radiology team	withdrawn	Nov-14
CP34	Policy for the assessment and management of urinary and faecal incontinence in adults (in-patients)	2.0	Clinical Lead Bladder and Bowel Service	Feb-21	Feb-18
CP35	Policy for the Management of Pancreatic Exocrine Insufficiency	2.0	Gastroentrology	May-21	May-18
CP37	Clinical Observation Policy	1.3	Acute Care Team	Sep-18	May-18
CP38	Policy for the admission, discharge and care pathway for adult tracheostomy and laryngectomy patients within the hospital setting	1.0	Tracheostomy Care Group	Apr-19	Apr-16

CP39	Protocol for the authorisation of blood components by nursing staff	1.0	Transfusion Practitioners	May-19	May-16
CP40	Bowel Management Policy	1.0	Infection Prevention & Control Team	Aug-20	Aug-17
CP41	Non Invasive Ventilation (NIV) Guideline	1.0	Respiratory Consultant	Dec-20	Dec-17
CP42	Community Enteral Tube Feeding Guidelines (Adult and Paediatrics)	1.0	Nutrition Support Team	Jun-21	Jun-18
CP43	Breastfeeding after Surgery and Anaesthesia Guideline	1.0	Consultant Anaesthetist	Jun-21	Jun-18
F01	Tax Documentation	3.1	Finance Department	Nov-18	Oct-15
F02	Procedure for Reporting / Claiming Losses and Special Payments Form	3.2	Finance Department	Oct-18	Oct-15
F03	Procedure for Transfer, Disposal & Sale of Surplus Assets	3.5	Finance Department	Mar-21	Mar-18
F04	Procedure Notes for Petty Cash Payments	4.1	Finance Department	Dec-20	Dec-17
F05	Travel & Vehicle Expenses Policy	4.1	Finance Department	Jun-21	Jun-18
F06	Appropriate Use of Charitable Funds Policy	6.0	Finance Department	Sep-18	Mar-18
F07	Pensions Documentation	3.2	Finance Department	Oct-18	Oct-15
F09	Procedure for Handling Charitable Donations	5.0	Finance Department	Mar-20	Mar-18
F10	Patients Cash, Valuables and Clothing Procedures	4.0	Finance Department	Oct-18	Jan-16
F11	Procedure for the Recovery of Earnings for Employees on Jury Service or Serving as Court Witnesses	3.2	Finance Department	Oct-18	Oct-15
F12	Policy on Receipt of Hospitality / Gifts	3.2	Finance Department	withdrawn	Jun-16
F13	Removal and Relocation Policy	4.3	Finance Department	Aug-18	Feb-18
F14	External Courses, Conferences and Study Leave, Subsistence Allowances and Travelling Expenses	3.1	Finance Department	withdrawn	May-12
F15	Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions	12.1	Company Secretary	withdrawn	Jan-15
F16	Overseas Visitors Policy	3.0	Finance Department	Jul-21	Jul-18
F17	Treasury Management Policy	3.0	Deputy Director of Finance	Mar-21	Mar-18
F18	Financial Investment and Disinvestment Policy	4.1	Service Development Manager	withdrawn	Apr-13
F19	Anti-Fraud, Bribery and Corruption Policy	2.1	Company Secretary	Mar-20	Mar-18

F20	Welsh, Scottish & Northern Ireland Office Patients Procedure Notes	2.0	Project Accountant	Jan-19	Dec-11
F21	Private Patients Procedure	1.4	Finance Department	Sep-20	Nov-17
F22	Standards of Conduct Policy	2.1	Company Secretary	Mar-21	Mar-18
F23	Lease Car Policy	2.0	Finance and Human Resources	Jun-21	Jun-18
F24	Standing Orders	2.0	Company Secretary	Mar-19	Mar-18
F25	Standing Financial Instructions	3.0	Company Secretary	Mar-21	Jul-18
F26	Registration Authority Policy & Procedure	1.0	RA Manager	Aug-20	Mar-18
HR01	Pre & Post Employment Checks and the Recruitment of People with a Criminal Record (Including Professional Clinical Registration)	3.1	Head of Employment Services	Dec-18	Feb-18
HR02	Policy and Procedure for the Management of the Trust Induction Programme	5.0	Education Development Manager	Jun-20	Jun-17
HR03	Procedure for Recruitment and Retention Premia	2.2	Human Resources Department	Jun-20	Jun-17
HR04	Maternity and Maternity Support (Paternity) Pay and Leave Regulations	4.1	Human Resources Department	Mar-19	Jul-18
HR06	Sickness Absence Policy	6.3	Human Resources Department	Mar-19	Jul-18
HR07	Policy against Bullying and Harassment at Work	4.4	Equality and Diversity Manager	Dec-18	Jun-18
HR08	Equal Opportunities Policy	5.0	Equality and Diversity Manager	Nov-20	Nov-17
HR09	Disciplinary Policy & Procedure	6.0	Director of Human Resources	Mar-21	Mar-18
HR11	Policy on Employing People with a Disability	3.1	Human Resources Department	withdrawn	Nov-17
HR12	Retirement Policy and Procedure	4.0	Head of Human Resources	Jul-21	Jul-18
HR13	Policy on Long Service Awards	3.0	Human Resources Department	Jul-21	Jul-18
HR14	Special Leave Policy	2.5	Human Resources Department	Sep-20	Sep-17
HR15	Facilities and Time Off for Recognised Representatives of Trade Unions and Staff Organisations	3.1	Human Resources Department	Mar-19	May-18
HR16	Facilities and Time Off for Safety Representatives	1.0	Human Resources Department	withdrawn	
HR17	Managing Performance Policy	5.0	Head of Human Resources	Mar-21	Mar-18
HR18	Grievance Procedure	4.5	Head of Human Resources	Sep-20	Sep-17
HR19	Employment Break Policy	3.2	Human Resources Department	Mar-19	Jul-18
HR20	Raising Concerns Policy	6.0	Human Resources Department	Jul-21	Jul-18
HR21	Probationary Period Policy	3.0	Human Resources Department	Jul-21	Jul-18

HR22	Guidance Concerning Members of Staff who Die in Service	2.2	Human Resources Department	Jun-20	May-18
HR23	Flexible Working Policy	3.2	Human Resources Department	Mar-19	Jul-18
HR24	Job Sharing Policy	2.4	Human Resources Department	Mar-19	Jul-18
HR26	Interpreting and Translation Policy	3.1	Equality and Diversity Manager	Mar-19	Jun-18
HR29	Promotion of Positive Health and Well-being in the Workplace (Management and prevention of work related stress)	2.6	Human Resources Department	Mar-19	Jul-18
HR30	Employment Policy on HIV/AIDS	2.1	Occupational Health	Jun-20	Jun-17
HR31	Alcohol, Drugs and Substance Misuse	3.0	Human Resources Department	Jun-20	Jun-17
HR33	Policy and Procedure for the Management of Training, Development and Study Leave for Non-Medical Staff	3.0	Workforce Education & Development Department	Mar-20	Mar-17
HR34	Fast Track Procedure for Staff who Require Hospital Medical, Diagnostic or Remedial Appointments	2.2	Occupational Health	Mar-20	May-18
HR35	Guidance on Personal Files	1.0	Human Resources Department	withdrawn	
HR36	Annual, Study and Professional Leave Policy for Consultant Medical Staff	3.2	Human Resources Department	Sep-18	Feb-18
HR38	Eye Tests and Supply of Glasses and Frames for Display Screen Equipment Users	2.1	Occupational Health	withdrawn	May-10
HR39	Policy for Responding to Concerns about Clinical Performance	4.1	Head of Human Resources	Jan-20	May-18
HR40	Policy and Code of Practice: The Screening for and Prevention of Hepatitis B Infection in health care workers	1.4	Occupational Health	Jun-20	May-18
HR41	Appraisal Policy and Guidelines (Agenda for Change Staff)	5.0	Education Development Practitioner	Nov-20	Nov-17
HR42	Core and Essential Skills (Mandatory Training) Policy	6.0	Education Development Manager	Jun-20	Jun-17
HR43	Managing Organisational Change Policy & Procedure	3.2	Head of Human Resources	Mar-19	Jul-18
HR44	Gateway and Pay Progression Policy and Procedure	2.2	Human Resources Department	Mar-19	Jun-18
HR45	Agenda for Change Job Evaluation Policy and Procedure	3.1	Human Resources Department	Dec-18	May-18

HR46	Appraisal Policy for Consultants, Associate Specialists, Specialty Doctors and non-Deanery training grade doctors	3.1	Medical Director / Associate Medical Director	Aug-19	May-18
HR47	Home Working Policy	2.4	Human Resources Department	Jun-19	Jul-18
HR48	Annual Leave Policy	2.4	Head of Human Resources	Jul-21	Jul-18
HR49	Secondment Policy	2.4	Human Resources Department	Jun-20	May-18
HR50	Adoption and Adoption Support (Paternity) Pay and Leave Regulations	3.1	Human Resources Department	Mar-19	Jul-18
HR51	Guidelines for Consultant Job Planning	2.2	Head of Employment Services	Sep-18	Feb-18
HR52	Acting Down Policy - Guidelines on Senior Staff covering Junior Doctor Rotas	2.0	Medical Director	Feb-18	Mar-15
HR53	Employment Policy on Varicella-Zoster	1.3	Occupational Health	Sep-20	May-18
HR54	Policy and Procedure for Management of Training and Associated Training Budgets	1.0	Learning and Development Manager	withdrawn	
HR55	Clinical Excellence Awards Policy	4.2	Deputy Medical Director Professional Standards	May-21	May-18
HR56	Returning to work and breastfeeding policy	3.1	Human Resources Department	Mar-19	Jul-18
HR57	Procedure for Managing Allegations of Abuse Against Children or Vulnerable Adults	2.1	Director of HR and OD	Aug-18	Aug-15
HR58	Policy on the Development of Professional Roles	2.1	Human Resources Department	Sep-19	Feb-18
HR59	Employment Policy on Measles	2.2	Occupational Health	Mar-20	May-18
HR60	Fair Recruitment and Selection Procedures	3.0	Head of Employment Services	Mar-21	Mar-18
HR61	Medical Trainee Attendance at Teaching and Audit Presentations	1.1	Associate Medical Director (Medical Education)	withdrawn	Oct-15
HR62	Staff Bank and Agency Worker Policy	1.4	Staff Bank Manager	Jan-19	Sep-17
HR63	eRostering, SafeCare and Resource Management Policy	3.0	eRostering Co-ordinator	Jul-20	Jul-17
HR64	Pay Protection	1.2	Human Resources Department	Mar-19	Jul-18
HR65	Compensatory Rest for Doctors (non resident on call)	1.1	Medical Director	Jun-18	Feb-18
HR66	Remediation Policy (Medical Staffing)	1.3	Medical Director	Jun-19	Jul-18
HR67	Working Time Regulations Policy	1.1	Human Resources Department	Jun-20	Jun-17
HR68	Undertaking Private Practice	1.2	Human Resources Department	Aug-21	Jun-18
HR69	Policy on Work Experience and Day Placements	2.0	HR Department & OD	Jul-21	Jul-18

HR70	Supporting Staff who are Experiencing Domestic Abuse	2.0	HR Department	Sep-20	Mar-18
HR71	Guidance on Time Off and Support For Staff Undergoing Fertility Treatment	2.0	Head of Safeguarding	Sep-20	Mar-18
HR72	Exit Interview and Questionnaire Policy	1.0	Head of Employment Services	withdrawn	Sep-14
HR73	Fit and Proper Persons Policy	3.0	Head of HR	Jun-21	Jun-18
HR74	Inclement weather Policy	1.0	Human Resources Department	withdrawn	Mar-15
HR75	Social Media Policy	1.0	Human Resources Department	Sep-19	Sep-16
HR76	Armed Forces Reserves and Cadets Policy	1.0	Human Resources Department	Nov-19	Dec-16
HR77	Uniform / Dresscode Policy	1.3	Human Resources Department	Oct-19	May-18
HR78	Registration Authority Policy & Procedure	1.0	RA Manager	withdrawn	Aug-17
IC00	ELHT Approach to Managing the Risks Associated with Infection Prevention and Control	5.2	Infection Prevention & Control Team	Aug-20	Aug-17
IC01	Hand Hygiene Policy	6.0	Infection Prevention & Control Team	Aug-20	Aug-17
IC02	Spillage Policy	5.0	Infection Prevention & Control Team	Sep-18	Aug-15
IC03	Cleaning and Disinfection of Equipment	3.0	Infection Prevention & Control Team	withdrawn	
IC05	Isolation of Patients	7.1	Infection Prevention & Control Team	Oct-20	Oct-17
IC06	Decontamination of Equipment Prior to Service and Repair	2.1	Infection Prevention & Control Team	withdrawn	
IC07	Management of Hospital Outbreaks of Gastroenteritis due to Norovirus Policy	4.0	Infection Prevention & Control Team	Sep-19	Feb-18
IC08	Severe Acute Respiratory Illness Policy including MERSSARS Avian Influenza	5.0	Infection Prevention & Control Team	Oct-20	Oct-17
IC09	Management and Prevention of Spread of Methicillin Resistant Staphylococcus Aureus	6.0	Infection Prevention & Control Team	Aug-20	Aug-17
IC10	Theatre Infection Control Policy	5.0	Infection Prevention & Control Team	Jan-19	Mar-16
IC11	Linen Service Policy	6.0	Infection Prevention & Control Team	Oct-20	Mar-16

IC12	Policy for Prevention and Management of Clostridium Difficile Infection (CDI)	5.0	Infection Prevention & Control Team	Jan-19	Mar-16
IC14	Hospital Outbreak Policy	4.0	Infection Prevention & Control Team	Feb-20	Feb-17
IC15	Admission and Transfer of Suspected and/or Confirmed Infected Patients	5.0	Infection Prevention & Control Team	Feb-19	Mar-16
IC16	Ward / Department Food Hygiene Policy	6.0	Infection Prevention & Control Team	Jun-21	Jun-18
IC17	Tuberculosis Policy	4.2	TB Lead Consultant	Sep-18	Jun-18
IC18	Standard (Universal) Infection Control Precautions	5.0	Infection Prevention & Control Team	Feb-20	Feb-17
IC19	Prevention of Transmission of Creutzfeldt-Jakob Disease (CJD) and other Transmissible Spongiform Encephalopathy's (TSE)	7.0	Infection Prevention & Control Team	Jun-18	Aug-16
IC20	Decontamination Policy	4.0	HSDU	Jun-21	Jun-18
IC21	Policy for the Management and control of Viral Haemorrhagic Fevers	5.0	Infection Prevention & Control Team	Jul-20	Nov-16
IC22	Policy for the Control of Multi Drug Resistant Organisms	5.1	Infection Prevention & Control Team	Jun-21	Jun-18
IC23	Influenza Policy Including Pandemic Influenza Guidance	4.0	Infection Prevention & Control Team	Feb-20	Feb-17
IC24	Aseptic Non Touch Technique Policy (ANTT)	4.0	Infection Prevention & Control Team	Oct-20	Oct-17
IC25	Care after Death Policy			withdrawn	
IC26	Meningitis Policy	3.0	Infection Prevention & Control Team	Jun-21	Jun-18
IC27	Mattress Management Policy	2.0	Infection Prevention & Control Team	Jun-20	Aug-16
IC28	Urinary Catheter Policy	1.2	Infection Prevention & Control Team	Sep-20	Sep-17
SOP001	Procedure for the use of Oral Foam Swabsticks when performing mouthcare / comfort measures	2.0	Bereavement Care Coordinator	May-18	May-15
SOP002	Patient Transfer SOP	1.1	Head of Clinical Flow	May-17	Dec-16
SOP003	Patient Repatriation SOP	1.0	Director of Operations	May-17	Jul-15
SOP004	Levels of Enhanced Care	2.0	Divisional Director of Nursing	Apr-21	Apr-18
SOP005	Blood Transfusion Sampling	2.0	Transfusion Practitioners	Aug-20	Aug-17
SOP006	Collection of Blood and Blood Components	2.0	Transfusion Practitioners	Aug-20	Aug-17
SOP007	Administration of Blood and Blood Components	2.0	Transfusion Practitioners	Aug-20	Aug-17
SOP008	Use, insertion, care, maintenance and removal of a Peripheral Intravenous cannula	2.0	IV Therapy Forum	Apr-20	Feb-18

SOP009	Use,care and maintenance of peripherally inserted Midline Catheters	1.0	IV Therapy Forum	Apr-19	May-16
SOP010	Insertion, care, maintenance and removal of Central Venous Catheters in Adults (in-patients only)	1.0	IV Therapy Forum	Apr-19	May-16
SOP011	Use, care, maintenance and removal of Central Venous Catheters and Totally Implanted Venous Ports in Paediatric Patients (not neonates) (Based on the Royal Manchester Childrens Hospital)	1.0	IV Therapy Forum	May-19	May-16
SOP012	Peripherally Inserted Central Catheter (PICC) & Skin Tunnelled catheters	1.0	IV Therapy Forum	Jun-19	Jun-16
SOP013	Prescribing Injectable Medicines	1.0	IV Therapy forum	Mar-19	May-16
SOP014	Preparing Injectable Medicines	1.0	IV Therapy forum	Mar-19	May-16
SOP015	Administering Injectable Medicines	1.0	IV Therapy forum	Mar-19	May-16
SOP016	Administering Peripheral Intravenous Morphine, Plus Naloxone as Necessitated	1.0	IV Therapy forum sub-group	Apr-19	Jun-16
SOP017	Measuring Adult Fluid Status SOP	2.0	Advanced Practitioner in Training / Acute Care Team	Jul-21	Jul-18
SOP018	Display Screen Equipment SOP	1.0	Health and Safety Advisor	Jun-19	May-16
SOP019	The procedure for the use of Child Protection Information Sharing (CP-IS) System	1.3	Safeguarding Children Practitioners	Dec-19	Dec-17
SOP020	Children who attend East Lancashire Hospitals NHS Trust (ELHT) with alcohol and/or drug related attendances or a history of alcohol and/or drug use	1.2	Safeguarding Children Practitioners	Aug-20	Aug-17
SOP021	Human Immunoglobulin (IVIG/SCIG) Therapy Use	1.0	Assistant Director of Pharmacy Support Services	Sep-18	Sep-16
SOP022	Electronic Prescribing and Medicines Administration (ePMA) and Paper Prescriptions – Guidance on which type of prescription is to be used	1.0	Associate Director of Performance & Informatics	withdrawn	Aug-16
SOP023	Prescription Printout for Patients transferred from an ePMA Ward to a non-ePMA Ward	1.0	Associate Director of Performance & Informatics	withdrawn	Aug-16
SOP024	Discharge Lounge	1.0	Practice Development Lead	withdrawn	Jun-17

SOP025	Rapid Discharge SOP for dying patients and guidelines for Rapid Discharge of patients in the last hours/days of life	1.0	Specialist Palliative Care Directorate	Oct-19	Oct-16
SOP026	Built Environment Operation and Maintenance SOP	1.0	Capital and Estates Manager	Dec-19	Feb-17
SOP027	Identifying, Reporting and Monitoring HAVTE in ELHT	1.0	Chair of VTE Committee	Dec-20	Feb-17
SOP028	Use of Taxis by Staff Whilst Working	1.0	Trust Security Manager	Feb-20	Feb-17
SOP029	Emergency Department to Maternity Notification Pathway	1.0	Named Midwife Safeguarding	Jul-20	Jul-17
SOP030	Management of Maternity Discharge Planning Meeting when Children's Social Care are involved	1.0	Safeguarding Children Practitioner	Aug-20	Aug-17
SOP031	Use of the Bristol Stool Chart	1.0	Infection Prevention & Control Team	withdrawn	Aug-17
SOP032	Ordering of Controlled Drugs for Ward Stock	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP033	Obtaining Controlled Drugs when the Pharmacy Dispensary is closed	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP034	Collection of Controlled Drugs from Pharmacy	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP035	Receipt of Controlled Drugs on Wards from Pharmacy	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP036	Administration of Controlled Drugs to Patients	2.0	Assistant Director of Pharmacy	Jul-21	Jul-18
SOP037	Checking of Controlled Drugs	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP038	Investigating Controlled Drugs Discrepancy	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP039	Procedure for Handling and Handover of Controlled Drug Keys	2.0	Assistant Director of Pharmacy	Feb-21	Feb-18
SOP040	Handling of Patients Own Controlled Drugs	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP041	Removal of Unwanted Controlled Drugs on Wards Clinical Departments	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP042	Destruction of Controlled Drugs at Ward Level	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP043	Removal of Illegal or Suspicious Substances from Patients	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP044	Dealing with suspected Drug Misuse by Staff	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP045	Management of Authorised Specimen Signatures	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP046	Exceptional Medicines that may be stored in Controlled Drug cabinet	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17

SOP047	Procedure for the Ordering of Epidural Infusions by Wards and Departments	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP048	Receipt, storage, transfer of medicines and cold chain medicines on Wards and Departments	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP049	Supply of over-labelled medicines in clinical areas	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP050	Procedure for use of patients' own drugs on admission	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP051	Short stay medicines discharge procedure	2.0	Assistant Director of Pharmacy	Aug-20	Feb-18
SOP052	Self administration of medicines in Acute and Community Hospitals	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP053	Handover of medicines to patients-carers at hospital discharge	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP054	Management of medicines-related errors and near misses	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP055	Pharmacist supply of Nicotine Replacement Therapy for inpatients in hospital by Pharmacists	2.0	Assistant Director of Pharmacy	May-21	May-18
SOP056	Medicines key management procedure for ward and clinical departments	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP057	Delayed and omitted doses of medicines procedure	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP058	Covert administration of medicines or disguising medicine	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP059	Procedure for general administration of medication	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP060	Procedure for supply of medicines in Monitored Dose Systems	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP061	Prescription ordering and security	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP062	Self-prescribing and prescriptions for Trust Staff	1.0	Assistant Director of Pharmacy	Oct-20	Oct-17
SOP063	Audit of an Adult Fluid Balance Chart (as part of the Intentional Rounding document)	1.0	Lead Nurse for Deteriorating Patient Project	Nov-19	Nov-17
SOP064	Guideline for the facilitated use of the T Garden	1.0	Bereavement Care Coordinator	Nov-20	Nov-17
SOP065	Safe Collection of Peripheral Vein Blood Culture (Adults)	1.0	Clinical Activities Support Team	Apr-19	Nov-17
SOP066	Gathering and Using Patient Stories	1.0	Senior Patient Experience Facilitator	Dec-20	Dec-17
SOP067	Friends and Family Test	1.0	Senior Patient Experience Facilitator	Dec-20	Dec-17
SOP068	Soft Intelligence	1.0	Senior Patient Experience Facilitator	Dec-20	Dec-17

SOP069	Procedure for Vaccination of At-Risk Inpatients with Influenza Vaccine	1.0	Assistant Director of Pharmacy	Feb-21	Feb-18
SOP070	Methadone Guidelines for prescribing for in-patients with opioid dependency in the absence of a medication history	1.1	Lead Pharmacist AMU	Dec-20	Mar-18
SOP071	Audit of an National Early Warning Scoring (NEWS) System	1.0	Lead Nurse for Deteriorating Patient Project	Nov-19	Mar-18
SOP072	Full Capacity Protocol	1.0	Deputy Director of Operations	Jun-21	Jun-18
SOP073	Deactivation of Implanted Cardioverter Defibrillators (ICD's) for Dying Patiets	1.0	Cardiology Team, ICD and Heart Failure Physiologist Lead	Jun-21	Jun-18
SOP074	Ward Safety Huddles	1.0	Assistant Director of Nursing (Corporate)	May-21	Jul-18
SOP075	Red Bag Protocol	1.0	Matron Medicine for Older People	Jun-21	Jun-18
SOP076	Procedure for measurement of liquid Controlled Drugs (LCDs) for administration by oral or enteral tube route	1.0	Assistant Director for Pharmacy Clinical Services	Jul-21	Jul-18