BASSINGHAM PROTOCOLS ON TEAMNET – ALL REVIEWED / BROUGHT UP TO DATE (MAY 2021)

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| MAIN ACTIONS | | |
|  | | ACTION |
| CHANGE OWNERSHIP of UPDATED PROTOCOLS  From ‘Angela Gresham’ to ‘Juliet. Brewer’ (guessing you change ownership on the TeamNet website rather than within the Word Document?) | | JB |
| **CHECK DETAILS** correct in changed protocols | | JB |
| **UPLOAD** all UPDATED PROTOCOLS to TeamNet | | JB |
| LOG OF CHANGES MADE | | |
|  | CHANGES MADE / ACTION REQUIRED | ACTION |
| ACCESS TO MEDICAL RECORDS – SUBJECT ACCESS REQUESTS | Changed fee details to read ‘Access to computerised records is free of charge’  Eliminated all references to fees  Removed references to Insurance Reports (because we can still charge for these) **Do we need a new document to cover the aspects removed re: Insurance Reports?** | JB |
| ALCOHOL MISUSE POLICY | Changed to ‘DRUG AND ALCOHOL’  Web-link updated (404 error) |  |
| CARERS IDENTIFICATION PROTOCOL | NO CHANGES |  |
| CHILD HEALTH SURVEILLANCE | NO CHANGES |  |
| CHILDHOOD IMMUNISATION SCHEDULE | Changed ‘Dr Farrell’ to ‘GP’ |  |
| CLINICAL GOVERNANCE | NO CHANGES |  |
| CLINICAL SYSTEM – THIRD PARTY ACCESS | Changed name ‘THIRD PARTY ACCESS TO CLINICAL SYSTEMS’ |  |
| COMPASSIONATE LEAVE | NO CHANGES |  |
| CONFIDENTIALITY NOTICE | Changed name ‘STAFF CONFIDENTIALITY AND INFORMATION GOVERNANCE’  ‘HSCIC’ (The Health and Social Care Information Centre) changed to ‘NHS Digital’  See hyperlink  <https://digital.nhs.uk/services/national-data-opt-out/information-for-gp-practices>  To **ensure we**’**re fully compliant before deadline** 30th September 2021 | JB |
| CONSENT PROTOCOL | NO CHANGES |  |
| Control of Infection Manual (JA) | Unable to change because provided by external organisation – suggest replace it every year with the latest version. | JB  JA |
| CONTROLLED DRUGS | Changed to incorporate recent changes to status of Gabapentinoids and updated examples of various drugs within schedules and Classes to reflect those most often prescribed.  **Please check web-links are all still active.** | JB |
| COPYING CORRESPONDENCE TO PATIENTS POLICY | NO CHANGES |  |
| CYTOTOXIC DRUG PROTOCOL | NO CHANGES |  |
| DRUG ALLERGY RECORDING | NO CHANGES |  |
| DUTY OF CANDOUR - FULL POLICY | NO CHANGES |  |
| DUTY OF CANDOUR - STAFF SUMMARY | NO CHANGES |  |
| EMAIL USEAGE WITHIN THE PRACTICE | NO CHANGES |  |
| ENVIRONMENTAL POLICY STATEMENT | NO CHANGES |  |
| Equal Opportunities/Anti-Discrimination (EMPLOYMENT) POLICY | NO CHANGES |  |
| FEES AND PRICES 2015 | Changed name ‘FEES FOR NON-NHS WORK’  Note: **document could do with a revamp** at some point– up to date pricing etc… |  |
| FIREARMS LETTER APPLICATIONS | Changes made for clarity – please pass to Kerry and request she check details / ensure receptionists can understand it | JB  KJ |
| FRAUD PREVENTION POLICY | NO CHANGES |  |
| GUIDELINES FOR CHAPERONES | References to PCT changed to CCG |  |
| HEART ATTACK ACTION PLAN | Suggest this is retired – outdated advice | JB |
| INFECTION CONTROL INSPECTION CHECKLIST | Tidied up > easier to complete |  |
| JOB APPLICATION FORM | NO CHANGES |  |
| LATEX RUBBER ALLERGY PROTOCOL | Changed name ‘NATURAL RUBBER LATEX ALLERGY PROTOCOL’  Suggest addition of a **NEW NOTICE TO MINIMISE RISK OF ANAPHYLAXIS FROM ALL ALLERGIES** to be displayed in all clinical areas and in reception. | JB  MH  HW |
| MENTAL CAPACITY ACT POLICY | NO CHANGES |  |
| PRIVATE MEDICALS POLICY | NO CHANGES |  |
| PROTOCOL FOR THE IDENTIFICATION OF PATIENTS WITH LEARNING DISABILITIES | Web links updated |  |
| SAFETY ALERTS PROTOCOL | Yellow highlighted details need changing to reflect current organisations involved and current staff members – suggest identify by roles, eg ‘secretary’ rather than ‘Karen Slavin’ because this will make the document more ‘future-proof’ |  |
| SHREDDING POLICY | Changed name ‘SHREDDING OF CONFIDENTIAL WASTE’  Note – policy states all shredding will be done on a **daily basis by receptionists** |  |
| STAFF AND THEIR FAMILIES AS PATIENTS | NO CHANGES |  |
| TELEPHONE CONSULTATION PROTOCOL | Re-written due to changes following the Covid Pandemic.  Needs agreement from Partners please. | JB  MH  HW |
| WATER TEMPERATURE LOG SHEET | NO CHANGES |  |