

## Induction documents on policies & procedures and other items for junior medical and locum staff.

On starting with the Trust you are required to make yourself familiar with and sign the following policies/procedures as having been read. They are accessed through the Trust's Intranet - external links through the Internet.

### 1. Haemovigilance: Safe Transfusion Practice – Right patient, Right blood

The South Eastern HSC Trust (SET) has implemented NPSA SPN 14: Right Patient Right Blood recommendations for training and competency assessment in safe transfusion practice. This has been endorsed by our Medical Director Mr C Martyn.

All junior and locum doctors employed by SET are required to complete **LearnPro Module 1**, 'Safe Transfusion Practice' and **Module 2**, 'Blood Components and Indications for Use',

To access Modules 1 & 2 go to:

- <http://www.learnbloodtransfusion.org.uk/> , click on e-learning,
- Select NHS Northern Ireland, and enter a user name (usually your email address), and password.
- To register, you may use any email address and National Insurance Number or GMC Number
- Log on as from Northern Ireland in the drop down box, then as South Eastern Trust. If you have achieved this learning in another HSCT, please ensure you have updated your employment location.
- Complete safe Transfusion Practice modules 1 & 2 on Learn Pro Transfusion site and print off the certificates.

Once this has been completed NPSA Right Patient Right Blood Competencies can be assessed. Doctors must achieve **Competency 1** – 'Obtaining a pre-transfusion sample' and **Competency 4** – 'Preparation and administration of a transfusion'.

When all learning has been completed please contact the Haemovigilance Practitioner Team at [Haemovigilance@setrust.hscni.net](mailto:Haemovigilance@setrust.hscni.net) to arrange competency assessment. **We are available 8.30am- 5pm Monday-Friday.**

Bring the following with you to your Competency Assessment;

- Learn pro transfusion E- learning certificates
- Combined Competency form (accessed on SET I-connect – Transfusion Page)
- SE Trust Transfusion Record (on all wards)
- NI blood request form - A4 form (on all wards)
- Pink top EDTA (pre transfusion) blood sample bottle (on all wards)

*It is paramount that the above requirements are fulfilled **before** you participate in any aspect of Blood Transfusion Practice within this Trust.*

We would like to take this opportunity to welcome you to our Trust. Should you have any further queries please contact us via email : [Haemovigilance@setrust.hscni.net](mailto:Haemovigilance@setrust.hscni.net). or by **mobile 07713088675 / 07525897262.**

Updated June 2017

**2. Training tracker (TT)** – All Trusts, backed by the Deanery, insist **all junior staff** must have completed the Training Tracker modules in the last 5 years. See your postgraduate or foundation secretary for logon details ([jayne.anderson@setrust.hscni.net](mailto:jayne.anderson@setrust.hscni.net)) South Eastern Trust.

- Understanding Data Protection - Mandatory all Trusts Safe Handover-mandatory all Trusts
- Consent-mandatory all Trusts.
- Death certification-mandatory all Trusts
- Breaking bad news-mandatory all Trusts
- Contacting the coroner-mandatory all Trusts
- Prescription Writing-Mandatory all Trusts
- Safe Insulin Prescribing-mandatory all Trusts
- Fire safety-mandatory all Trusts
- Resuscitation-Mandatory all Trusts
- Infection Control - mandatory all Trust
- Child Protection-Mandatory all Trusts
- Cremation certificate-optional module
- – Hospital at Night Modules
- Introduction to Hospital at Night -Belfast and SE Trust only
- Hospital at night competencies - Medicine/Respiratory
- Hospital at night competencies-Care of the elderly
- Hospital at night-Cardiology
- Hospital at night competencies-fractures.
- Hospital at night competencies-surgery.
- Hospital at night competencies infectious disease's
- Hospital at night competencies-Haematology
- Hospital at night competencies-neurology
- Hospital at Night competencies - Renal
- Belfast Trust Hospital at night competencies-ENT
- Belfast Trust Hospital at Night competencies-Oncology

**3. i. Hand hygiene** – you will receive direct teaching on this at induction but should also read: **Effective Hand Hygiene FOR DOCTORS**;  
[http://setintranet/filestore/publications/Effective\\_Hand\\_Hygiene\\_FOR\\_DOCTORS.ppt](http://setintranet/filestore/publications/Effective_Hand_Hygiene_FOR_DOCTORS.ppt)

**3. ii. Safe IV cannulation and IV access.** QUB graduates will have been taught about this in their POEMS Theatre module in 4<sup>th</sup> year medicine, but the trust will also provide teaching and expect you to do a cannulation DOPs. You should make yourself familiar with the following:

**SET Peripheral Cannula Record**

[http://setintranet/filestore/publications/SET\\_Peripheral\\_Cannula\\_Record.doc](http://setintranet/filestore/publications/SET_Peripheral_Cannula_Record.doc)

**IV Aseptic non touch technique slide show**

[http://setintranet/filestore/publications/Self\\_Running\\_Presentation.ppt](http://setintranet/filestore/publications/Self_Running_Presentation.ppt)

**Peripheral cannulation poster** – guide

<http://iconnect/Policy Documents/SETGuide1352014.pdf>

**Peripheral venepuncture / phlebotomy poster** – guide

<http://iconnect/Policy Documents/SETPtCtCare132017.pdf>

**Intravenous therapy preparation and administration poster** – guide

[http://setintranet/filestore/publications/IV\\_Guideline\\_v8\\_2001.doc](http://setintranet/filestore/publications/IV_Guideline_v8_2001.doc) -

**Induction Cannulation General aseptic audit tool**

[http://setintranet/filestore/publications/General\\_asepti\\_audit\\_tool.doc](http://setintranet/filestore/publications/General_asepti_audit_tool.doc)

**4. Venous thromboembolism** - Improved understanding of Venous thromboembolism - elearning  
<http://e-lfh.org.uk/projects/vte/launch/>

**5. Deanery requirements for F12s**

- i. **Safe Transfusion Practice** – right patient, right blood – see above
- ii. **Hyponatraemia in Children** - ALL junior docs must have done the BMJ module before starting at the Trust <http://learning.bmj.com/learning/search-result.html?moduleid=5003358> .
- iii. **Medicines Governance** online learning module. This is required as part of the F1 sign off process to permit all F1 doctors move from provisional registration to full registration with the GMC at the end of a satisfactory year as an F1 doctor and for all F2 doctors to obtain a FACD at the end of F2 (effective July 2009). This module is available at <http://www.medicinesni.com/> .
- iv. **All new doctors, especially PRHOs (F1) must** read the CREST guidelines for the management of **adult hyperkalaemia**. **Guidelines Poster** and the management of **Adult Hyponatraemia**. **Guidelines Poster**
- v. **DHSSPSNI requirement:** Spotting the sick child: To restrict access to healthcare professionals only, a professional or student ID number (GMC, NMC, HPC etc) is required to log-on and only email addresses ending with "hscni.net" and "ac.uk" will be able to register. Log-in to URL: <http://www.spottingthesickchild.com>
- vi. **Good Medical Practice** [http://www.gmc-uk.org/guidance/good\\_medical\\_practice/index.asp](http://www.gmc-uk.org/guidance/good_medical_practice/index.asp)

## 6. SEH&SCT Trust Information

**Data Protection** : <http://iconnect/Policy%20Documents/SETGen1462016.pdf>

**Sickness Flow Chart** (Who to call and when)

[http://setintranet.ucht.org/departments/human\\_resources/sickness\\_notification\\_flowchart/](http://setintranet.ucht.org/departments/human_resources/sickness_notification_flowchart/)

### Complaints guidance

Management & Handling of Complaints –

<http://iconnect/Policy Documents/SETGen912014.pdf>

HSC Complaints Procedure: A Handbook for Staff –

<http://iconnect/Policy Documents/SETGen922014.pdf>

### Accessing Interpreting Services

Access to Interpreting & Written Translation Services -

<http://iconnect/Policy Documents/SETGen1172015.pdf>

**Trust structure.** [http://setintranet.ucht.org/departments/corporate\\_information/](http://setintranet.ucht.org/departments/corporate_information/)

## 7. SEH&SCT Policies and procedures

### **Chest drains:**

1. Chest drains for the drainage of fluid collections should only be inserted under radiological (usually ultrasound) guidance except in the acute emergency situation.
2. Procedures should only be carried out by or under the direct supervision of a doctor suitably trained and experienced in the technique.
3. Formal informed written consent is required for all invasive procedures that have significant risk that are undertaken at ward level.
4. All episodes of treatment and care and decisions taken regarding a patient's plan of care must be recorded in the patient's medical notes.

**Complaints handbook for staff.** HSC Complaints Procedure: A Handbook for Staff –

<http://iconnect/Policy Documents/SETGen922014.pdf>

### **Management & handling of complaints policy**

Management & Handling of Complaints –

<http://iconnect/Policy Documents/SETGen912014.pdf>

**Consent policy** – to take consent one used to have to be competent in doing the procedure.

Recent guidance means, while it is not acceptable for a trainee doctor with no knowledge of the reason for treatment or the risks/benefits to obtain consent, consent can be **delegated** to someone else, provided they understand the procedure and have been trained. So, they must be

1. Suitably trained and qualified.
2. Have sufficient knowledge of the proposed treatment and understands the risks involved.
3. Are capable of answering questions with honesty and integrity.

Clinicians who delegate the seeking of consent are still responsible for making sure the patient has been given enough time to make an informed decision and that they have given consent before treatment.

[http://www.gmc-uk.org/static/documents/content/Consent\\_2008.pdf](http://www.gmc-uk.org/static/documents/content/Consent_2008.pdf)

<http://iconnect/Policy%20Documents/SETPtCtCare192017.pdf>

**Discharge policy** <http://iconnect/Policy Documents/SETPtCtCare1682014.pdf>

**Disciplinary Procedure**

[http://iconnect/Policy Documents/SE\\_Trust\\_Disciplinary\\_Procedure.pdf](http://iconnect/Policy Documents/SE_Trust_Disciplinary_Procedure.pdf)

**Dress code – letter from Medical Director Policy**

<http://setintranet/filestore/publications/SETGen022008.pdf>

In clinical areas you must be bare below the elbows, any ring must be of the solid wedding ring type.

All scrub suits must be laundered using the hospital laundry system. In areas where theatre suits (scrubs) are used as staff uniform, staff must change out of these when soiled with blood/body fluids or at the end of a shift to be sent to the hospital laundry.

**Equal Opportunities policy**

<http://iconnect/Policy Documents/SETHR142013.pdf>

**Fire safety:** Covered at initial induction pre August start by Mr Bruce Stevenson

**Grievance Procedure policy**

<http://iconnect/Policy Documents/SETHR032010.pdf>

**Harassment, Bullying and Victimisation**

<http://iconnect/Policy Documents/SETHR112011.pdf>

**Infection control policy**

<http://iconnect/Policy Documents/SETPtCtCare2172015.pdf>

**Incident reporting policy –**

*Reporting & Management of Incidents -*

<http://iconnect/Policy Documents/SETHS032016.pdf>

*Investigation and root cause analysis of incidents, claims and complaints*

<http://iconnect/Policy Documents/SETHS062016.pdf>

**Management of Attendance** <http://iconnect/Policy Documents/SETProt472016.pdf>

**Management of Blood and Body Fluid Exposure (Incl Sharps Injuries) policy**

<http://iconnect/Policy Documents/SETGuide1582015.pdf> See also the [Occupational Health Teaching Slides on Sharps](#).

[http://setintranet/filestore/publications/NSI\\_Presentation\\_20061.pdf](http://setintranet/filestore/publications/NSI_Presentation_20061.pdf)

**Management of Hyperglycaemic Diabetes Emergencies in Adults – Guidelines**

<http://iconnect/Policy Documents/SETGuide972013.pdf>

**Management of strong potassium solutions policy**

<http://iconnect/Policy Documents/SETPtCtCare2232015.pdf>

**Medicines policy**

<http://iconnect/Policy Documents/SETPtCtCare1802014.pdf>

**Smoke Free Policy**

<http://iconnect/Policy Documents/SETGen042017.pdf>

Updated June 2017

**Patient identification policy**

<http://iconnect/Policy Documents/SETPtCtCare1542014.pdf>

Especially section 6.0 SAFE IDENTIFICATION OF PATIENTS IN PRACTICE and section 8.0 INVESTIGATIVE SAMPLES – this is because of the ‘near misses’ we have on mislabelling specimens.

**Patient flow policy** <http://iconnect/Policy Documents/SETPtCtCare2562016.pdf>

**Prescribing, supply, storage, administration and disposal of medicines policy**

<http://setintranet/filestore/publications/setmed0109.pdf> -

**Safeguarding vulnerable adults**

<http://iconnect/Policy Documents/SETPtCtCare1502013.pdf>

**Safeguarding children**

<http://iconnect/Policy Documents/SETGen1142015.pdf>

**Management of Warfarin initiation and dosing – guidelines**

<http://setintranet/filestore/publications/setguideptctcaremed0409.pdf>

**Management of warfarin inpatients – guidelines**

<http://setintranet/filestore/publications/setguideptctcaremed0909.pdf> -

**Use of Warfarin**

<http://iconnect/Policy Documents/SETGuide1142014.pdf>

**Peri-Operative Bridging of Warfarin Guideline**

[http://setintranet/filestore/publications/Perioperative\\_Bridging\\_of\\_Warfarin\\_Guideline\\_SET\\_Guide-19-2010.pdf](http://setintranet/filestore/publications/Perioperative_Bridging_of_Warfarin_Guideline_SET_Guide-19-2010.pdf) -

**Whistle blowing Policy** <http://iconnect/Policy Documents/SETHR182014.pdf>

## **8. Highly recommended**

**BMJ elearning: Starting patients on anticoagulants: how to do it:**

[http://learning.bmj.com/learning/search-](http://learning.bmj.com/learning/search-result.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004325&searchTerm=)

[result.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004325&searchTerm="w](http://learning.bmj.com/learning/search-result.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004325&searchTerm=)  
[arfarin"&page=0](http://learning.bmj.com/learning/search-result.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004325&searchTerm=)

**BMJ elearning: Maintaining patients on anticoagulants: how to do it:**

[http://learning.bmj.com/learning/search-](http://learning.bmj.com/learning/search-result.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004429&searchTerm=)

[result.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004429&searchTerm="w](http://learning.bmj.com/learning/search-result.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004429&searchTerm=)  
[arfarin"&page=0](http://learning.bmj.com/learning/search-result.html?channelCode=&channelFamilyConfig=bmj&moduleId=5004429&searchTerm=)

**Core clinical and procedural skills to be demonstrated by Provisionally Registered doctors**

[http://www.gmc-](http://www.gmc-uk.org/Outcomes_for_provisionally_registered_doctors_Jul_15.pdf_61407158.pdf)

[uk.org/Outcomes\\_for\\_provisionally\\_registered\\_doctors\\_Jul\\_15.pdf\\_61407158.pdf](http://www.gmc-uk.org/Outcomes_for_provisionally_registered_doctors_Jul_15.pdf_61407158.pdf)

**Good Medical Practice** [http://www.gmc-uk.org/guidance/good\\_medical\\_practice/index.asp](http://www.gmc-uk.org/guidance/good_medical_practice/index.asp)

**Please sign and complete: (your copy)**

*Access the information and complete the tasks as detailed above.*

**I confirm I am responsible for accessing/familiarising myself with the above policies/information/procedures. I also confirm that I have been made aware that these documents form an integral part of my induction and sign on process with the South Eastern Health and Social Care Trust.**

SIGNED: \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/20\_\_\_\_

NAME in BLOCK CAPITALS \_\_\_\_\_

SPECIALTY \_\_\_\_\_

Training level (eg FY1,2, CT1) \_\_\_\_\_

***Keep this in your learning portfolio***

## **Please sign and complete: (Trust's copy)**

*Access the information and complete the tasks as detailed above.*

**I confirm I am responsible for accessing/familiarising myself with the above policies/information/procedures. I also confirm that I have been made aware that these documents form an integral part of my induction and sign on process with the South Eastern Health and Social Care Trust.**

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NAME in BLOCK CAPITALS \_\_\_\_\_

SPECIALTY \_\_\_\_\_

Training level (eg FY1,2, CT1) \_\_\_\_\_

***1. You must sign and return this before the end of August 2017.***

***2. You must have completed Haemovigilance and Training Tracker before starting work.***

***Send to:***

***Jayne Anderson, Postgraduate Office, Ulster Hospital Dundonald, Belfast BT16 1RH***