

Board of Directors

28 May 2020

Paper title:	COVID-19 Revisions to Trust Policies and Procedures	Agenda item 7.1
Presented by:	Phil Hubbard, Director of Nursing, Professions and Care Standards	
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Purpose of the report		
The purpose of this report is to highlight that changes that have been included within our policies in response to COVID-19.	For approval	
	For discussion	
	For information	✓

Executive summary		
<p>In response to COVID-19 and the changes required to continue to deliver safe and effective care, to date, 6 policies have been revised and published on CONNECT, the trust intranet system, with direct access to them from the front screen of CONNECT.</p> <ul style="list-style-type: none"> • Death and Dying Policy and Procedure • Supporting attendance Policy and Procedure • Infection Prevention and Control Policy and Guidance • Temporary Smoking/ Smoke free Policy and Procedure during COVID-19 • Volunteering Policy • Complaints Policy <p>To ensure that timely ratification of these changes took place, in addition to the Senior Leadership Team, which meets weekly, having the authority to ratify policies, this was also delegated to Silver Command, which meet daily.</p>		
Do the recommendations in this paper have any impact upon the requirements of the protected groups identified by the Equality Act?	<p>State below 'Yes' or 'No'</p> <p>No</p>	If yes please set out what action has been taken to address this in your paper

Recommendation
<p>The Board of Directors is asked to:</p> <ul style="list-style-type: none"> • Note the changes made to policies in response to COVID-19

Strategic vision				
Please mark those that apply with an X				
Providing excellent quality services and seamless access	Creating the best place to work	Supporting people to live to their fullest potential	Financial sustainability growth and innovation	Governance and well-led
x				x

Care Quality Commission domains				
Please mark those that apply with an X				
Safe	Effective	Responsive	Caring	Well Led
x	x	x	x	x

Relationship to the Board Assurance Framework (BAF)	The work contained with this report links to the following strategic risk(s) as identified in the BAF: <ul style="list-style-type: none"> •
Links to the Corporate Risk Register (CRR)	The work contained with this report links to the following corporate risk(s) as identified in the CRR: <ul style="list-style-type: none"> •
Compliance and regulatory implications	The following compliance and regulatory implications have been identified as a result of the work outlined in this report: <ul style="list-style-type: none"> •

Meeting of the Board of Directors

28 May 2020

COVID-19 Revisions to Trust Policies and Procedures

1 Purpose

This report highlights the changes that have been included within the revised trust policies and procedures in response to COVID-19.

Each day national guidance is received by the trust via the Incident Control Team (ICT) and reported at the daily Silver Command meeting. The guidance is then cascaded to the relevant Bronze Comms Cells for a more detailed review if it is required. The existing policies and procedures are revised to reflect any changes. Ratification of the revised policies and procedures takes place at the weekly Senior Leadership Team meeting. To ensure that timely ratification of these changes is able to take place, Silver Command, which meets daily, now has delegated authority to ratify them, see appendix 1 for diagram of process.

The policies which have required amendments are:

- Death and Dying Policy and Procedure
 - Addendum identifying the reporting process for all deaths from COVID-19
 - Addendum identifies that whilst there is no evidence of transmission of SARS-CoV-2 through the handling of bodies of deceased persons, considerations are required to be made.
- Supporting attendance Policy and Procedure
 - Appendix D has been added regarding staff absence from work that is COVID-19 related.
- Infection Prevention and Control Policy and Guidance
 - Full review of existing policy, changes made to the reporting of prevention of contamination
 - Transmissible Spongiform Encephalopathies (TSE) updated
- Temporary Smoking/ Smoke free Policy and Procedure during COVID-19
 - Temporary standard operating procedures were put in place for smoking and the use of e-cigarettes within all inpatient settings. This will be reviewed by 31.05.20
- Volunteering Policy
 - Addendum to provide clarity regarding the National Volunteer Responder recruitment that has taken place

- Addendum provides clarity regarding Bradford District Care NHS Foundation Trust plans for volunteer deployment
- Complaints Policy
 - Addendum provides clarity regarding the potential impact on the timeline for dealing with complaints.

Standard operating procedures and guidelines, in response to COVID-19, have also be produced/ revised;

- Prescribing, monitoring and managing leave
- Adult choking guidelines
- Resuscitation procedures for staff in inpatient areas and dental services
- The management of PPE for patients on all inpatient mental health and disability wards
- Smoking and e-cigarettes on acute wards, Dementia Assessment Unit, Assessment and Treatment Unit and Step Forward
- Smoking and e-cigarettes on low secure wards

2 Proposed Outcome

Policies and procedures are continually reviewed in response to COVID-19. Existing review dates remain the same. A log of all changes made is being maintained to enable the Trust to review any changes implemented post COVID-19.

3 Risk and Implications

By implementing this process to respond to COVID-19 national guidance we are ensuring that we continue to deliver safe and effective care for all of our service users and our staff.

4 Results

This process will continue along-side the existing process for the review of all policies.

Nicola Mortimer
Quality Performance Manager
20.05.20

Process for the review of COVID-19 national guidance and changes made in Trust Policies and Procedures

