In line with NHS Lothian’s document governance (NHS Lothian 2009a) process all teaching materials should have the following minimum document governance controls.

- A title (of teaching material for example IV therapy)
- A unique ID number - It is recommended that a format for the unique ID is related to title, version and date e.g. IV090211v2 (IV therapy- Date-version)
- An author/authors (Who developed the material)
- A category/level/type (1 – training )
- A document version
- A status (for example final (date) or draft (date))
- An authoriser (Direct line manager)
- A date of authorisation
- A review date (1 year provided no changes in policy or procedure)
- Date added to the intranet
- Key words (to be supplied by the author, so can be located on the intranet)
- Comments (to be supplied by the author, only if necessary)

As good practice these should appear on the front of the document, Figure 1 as highlighted on all NHS Lothian policies.

Figure 1 – illustration of table to be inserted on the front of all documents

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
<th>Author</th>
<th>Category</th>
<th>Document Version</th>
<th>Status Draft/Final</th>
<th>Review Date</th>
<th>Authoriser</th>
<th>Date Authorisation</th>
<th>Date added to intranet</th>
<th>Key Words</th>
<th>Comments</th>
</tr>
</thead>
</table>

Unique ID: NHSL
Category/Level/Type: policy
Status: Published
Date of Authorisation: March 2012
Date added to Intranet: March 2012
Key Words: delegation accountability responsibility

Author (s): Delegation Policy Group
Version: first review v5
Authorised by: Clinical Policy Group
Review Date: 2015

Comments:
TEACHING GUIDELINES ON

IN ASSOCIATION WITH PRACTICAL TEACHING BY A HEALTHCARE PROFESSIONAL

Name:............................................................................................................

This teaching guideline is a general guide to be used in conjunction with an explanation from a healthcare professional. This teaching guide was produced by.................................................................

We gratefully acknowledge the help of the staff of the Royal Hospital for Sick Children Edinburgh in the production of this template.

Page 1

TITLE/HEADING

Purpose of this document:
- To support implementation of the policy/protocol to support patients and/or carers/support staff in
- To aid with the instruction and ensure competency of patients / carers / support staff involved in
- To provide guidance for staff to ensure a consistent and safe approach when supporting patients / carers / support staff involved in

Who should use this document?
Healthcare professionals involved in the instruction and care of a patient whereby the patient and/or carer /support worker wish to be involved in the administration of
CONTENTS

Objectives of teaching guide          page
Introduction                          page
Procedure for                        page
Individual patient’s requirements    page
How to seek help                     page
Teaching checklist                   page

OBJECTIVES FOR ADMINISTRATION
OF...................................................
To enable you or your carer to:

Insert here what it is you require the patient/carer/support worker to be able to do.

INTRODUCTION
This should include:
• A description of the treatment/intervention.
• Why may a person require this to be done?

THE PROCEDURE

Items required

List items required and any special requirements re storage etc.

The procedure
A step by step description of the procedure

INDIVIDUAL PATIENT REQUIREMENTS
Include here any details about for example, medication dosage, frequency, possible side effects etc. or details about specific procedures to be followed. You may wish to include a chart

<table>
<thead>
<tr>
<th>Medication</th>
<th>Frequency</th>
<th>Dosage</th>
<th>Possible Side Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This information may change over time and a healthcare professional should discuss each change with you and/or your carer.

WHEN TO SEEK HELP
Give details of when help should be sought.

HOW TO SEEK HELP
You may wish to include contact details as appropriate

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Time Contactable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This information may change over time and should be updated as appropriate
## Teaching Checklist

### Example Only

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Discuss</th>
<th>Observe</th>
<th>Perform with Supervision</th>
<th>Perform with Supervision</th>
<th>Confident to Practise</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Learner date</td>
<td>HCP Date</td>
<td>Learner date</td>
<td>HCP Date</td>
<td>Learner date</td>
</tr>
<tr>
<td><strong>Describe</strong></td>
<td>medication/ procedure to be administered, why they are being used, expected benefits and potential side effects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Demonstrate</strong></td>
<td>hand washing and discuss importance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>What equipment is required</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Describe and demonstrate the procedure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Describe and demonstrate how to document</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Describe how to store and discard equipment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Describe when to seek advice and to whom to contact for advice</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Learner’s Name:** ……………………………………………………………………………

**Health Care Professional’s Signature:** …………………………………………………

**Designation:** ………………………………………………………………

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**Unique ID:** NHSL
**Category/Level/Type:** policy
**Status:** final draft
**Date of Authorisation:** Date
**Date added to Intranet:** Key
**Words:** delegation

**Author(s):** Delegation Policy Group
**Version:** first review
**Authorised by:**
**Review Date:** 2014
**Comments:**