

NHS Lothian Policy
 DELEGATION OF CARE POLICY FOR NURSES, MIDWIVES AND ALLIED
 HEALTH PROFESSIONALS

Extracted from NHS Lothian Guidance on development and review of training materials (2011)

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

Title	
ID	Author
Category	Document Version
Status Draft/Final	Review Date
Authoriser	Date Authorisation
Date added to intranet	
Key Words	
Comments	

Unique ID: NHSL.
 Category/Level/Type: policy
 Status: Published
 Date of Authorisation: March 2012
 Date added to Intranet: March 2012

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

Key Words: delegation accountability responsibility

Comments:

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Front Page

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

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Review Date:

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**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.

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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

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A step by step description of the procedure

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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

Medication	Frequency	Dosage	Possible Side Effects

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

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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

	Name	Phone Number	Time Contactable

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

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Teaching Checklist
EXAMPLE ONLY

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

Learner's Name:.....

Health Care Professional's Signature:.....

Designation:.....

Unique ID: NHSL. Category/
 Level/Type: policy Status:
 final draft
 Date of Authorisation: Date
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 Words: delegation

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Comments: