

Quick Guide: Clinical Sharps Devices Policy

Managers must:

- Identify competent persons to carry out risk assessment who will consult with staff and staff side representatives whilst undertaking these tasks.
- Ensure, through the risk assessment process that all hazards which contribute to injuries by sharps and the use of safety devices are assessed, that control measures are identified, implemented and reviewed annually, when there is significant change or upon receipt of any relevant safety alerts. This is in addition to the requirement for individual patient clinical risk assessments.
- Communicate the results of risk assessment process to ensure that all staff are fully aware of the findings and of the control measures in place to eliminate or minimise the risks. This should be recorded.
- Should a clinician or other user decide that other risk factors such as patient safety, comfort or clinical procedures outweigh the use of the safer device they must notify their line manager who carry out a risk assessment and where appropriate will complete the opt out Risk Assessment for use of safety devices which must be signed off by Clinical Director or Clinical Nurse Manager and submitted to the Health and Safety Service.
- Any risks which cannot be adequately controlled locally should be escalated to the appropriate senior manager.
- Ensure actual and near miss events are reported on DATIX, thoroughly investigated and are reviewed to identify any trends.
- Ensure staff have read and understood their responsibilities within the Clinical Sharps Devices Policy. This should be recorded.
- Promote the implementation of post incident support strategies/procedures such as Post Exposure Prophylaxis (P.E.P.) and Counselling service.
- All documentation e.g. records of assessments, requests to estates/PFI providers and training should be retained for 10 years NHS Lothian's Retention and Destruction of Records Operating Procedure.
- Review the implementation of the Clinical Sharps Devices Policy and report on this through the Quarterly Review programme.
- Complete six monthly sharps audits as per infection control matrix and the question set in relation to Sharps and Use and Disposal on PQI Audit Sheet.

Staff must:

- Co-operate and assist staff identified to carry risk assessments and report any hazards they identify or any concerns they might have in respect of the use and handling of sharps including risks associated with particular locations and activities
- Comply with the controls identified within the Risk Assessment, including wearing the identified Personal Protective Equipment (PPE)
- Report actual and near miss events on DATIX
- Read and understand the policy, risk assessment(s) and any relevant procedural controls.
- Attend any training identified through the risk assessment process including the completion of the LearnPro modules to increase awareness and understanding of sharps injuries.