

#### Policy Title

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**1. INTRODUCTION**

XXX

**2. PURPOSE**

XXX

**3. SCOPE**

XXX

This document applies to and is relevant across the following services/departments/Care Groups:-

**4. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES**

XXX

**5. PROCEDURE/IMPLEMENTATION**

XXX

**5.1 XXX**

XXX

**6. TRAINING IMPLICATIONS**

| **POLICY TITLE** |
| --- |
| **Staff groups requiring training** | **How often should this be undertaken** | **Length of training** | **Delivery method** | **Training delivered by whom** | **Where are the records of attendance held?** |
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“There are no specific training needs in relation to this policy, but the following staff will need to be familiar with its contents: and any other individual or group with a responsibility for implementing the contents of this policy).

As a Trust policy, all staff need to be aware of the key points that the policy covers. Staff can be made aware through: (ENTER AWARENESS RAISING METHODS TO BE CONSIDERED, examples below.)

A variety of means such as;

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| All user emails for urgent messages | One to one meetings / Supervision |
| Continuous Professional Development sessions | Posters |
| Daily email (sent Monday to Friday) | Practice Development Days |
| Group supervision | Special meetings |
| Intranet | Team meetings |
| Local Induction |  |

**7. MONITORING ARRANGEMENTS**

| **Area for Monitoring** | **How** | **Who by** | **Reported to** | **Frequency** |
| --- | --- | --- | --- | --- |
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**8. EQUALITY IMPACT ASSESSMENT SCREENING -**

The completed Equality Impact Assessment for this Policy has been published on this policy’s webpage on the Trust Policy Library/Archive website.

**8.1 Privacy, Dignity and Respect**

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| The NHS Constitution states that all patients should feel that their privacy and dignity are respected while they are in hospital. High Quality Care for All (2008), Lord Darzi’s review of the NHS, identifies the need to organise care around the individual, ‘not just clinically but in terms of dignity and respect’. As a consequence the Trust is required to articulate its intent to deliver care with privacy and dignity that treats all service users with respect. Therefore, all procedural documents will be considered, if relevant, to reflect the requirement to treat everyone with privacy, dignity and respect, (when appropriate this should also include how same sex accommodation is provided). | **Indicate how this will be met** |
| *No issues have been identified in relation to this policy.* |

**8.2 Mental Capacity Act 2005**

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| Central to any aspect of care delivered to adults and young people aged 16 years or over will be the consideration of the individuals capacity to participate in the decision making process. Consequently, no intervention should be carried out without either the individual’s informed consent, or the powers included in a legal framework, or by order of the Court.Therefore, the Trust is required to make sure that all staff working with individuals who use our service are familiar with the provisions within the Mental Capacity Act. For this reason all procedural documents will be considered, if relevant to reflect the provisions of the Mental Capacity Act 2005 to ensure that the rights of individual are protected and they are supported to make their own decisions where possible and that any decisions made on their behalf when they lack capacity are made in their best interests and least restrictive of their rights and freedoms.  | **Indicate How This Will Be Achieved** |
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**9. LINKS TO ANY ASSOCIATED DOCUMENTS**

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**10. REFERENCES**

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**11. APPENDICES**

**Appendix 1**

**Definitions/Explanation of Terms Used**

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