

Primary Care, standard operating procedures, flowcharts, policies and procedures

***Please note – this document is click linked the original source, meaning should the original source update a policy or procedure the click link would remain linked at all times to the most recent publication.*

Status of chapters (to be deleted when complete)

| Area | Lead | Rag |
|---|-----------------|--------|
| Induction | Shade | Red |
| People and culture policies and procedures | Marina | Green |
| Data quality, clinical administration and performance policies and procedures | PMs | Red |
| Clinical policies and procedures | Clinicians | Red |
| Quality assurance policies and procedures | Duncan | Red |
| Patient communication policies and procedures | PMs | Red |
| Information Governance | Chris | Red |
| Risk management and safeguarding | Charan | Red |
| Health and safety policies and procedures | Richard | Red |
| Safety and Security policies and procedures | Richard and PMs | Red |
| Infection control policies and procedures | ? | Red |
| CQC registration policies and procedures | Duncan | Red |
| Finance and fees policies and procedures | Marina | Yellow |
| Primary Care Homeless and Vulnerable Person Outreach Service | Sultan | Red |
| GP support unit and service specific policies and procedures | Services | Red |
| National primary care Covid-19 SOPs | Marina | Green |

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1. Induction (Shade)

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|---|---------------|---------------|-------------|----------|---|
| Annual leave calculation | Local | | | | Marina to develop a flowchart |
| Directorate induction pack | Local | | | | Needs developing |
| Human Resources Induction Booklet | ELFT | | | | ELFT doc that needs updating Human Resources Induction Booklet Induction Policy For New Staff |
| Induction back for each service | Local | | | | Needs developing |
| Induction for clinicians | Local | | | | Needs developing |
| Induction Policy for New Staff | ELFT | | | | ELFT doc that needs updating |
| Induction to the Directorate policy and procedure | Local | | | | Needs developing |
| Leave card | Local | | | | Marina to develop the directorate card |
| Primary care Directorate Structure Chart | ELFT | | | | |
| Sign off following full induction | Local | | | | Marina to develop a flowchart |

2. People and culture policies and procedures

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|--|---------------|---------------|-------------|----------|--|
| Access to Training and Study Leave Policy | ELFT | | | | Access to Training and Study Leave Policy |
| Acting Up Policy | ELFT | | | | Acting Up Policy |
| Additional Leave Reward Exceptional Attendance Policy | ELFT | | | | Additional Leave Reward Exceptional Attendance Policy |
| AfC Terms and Conditions Protection Policy | ELFT | | | | AfC Terms and Conditions Protection Policy |
| Alcohol Substance Misuse Policy | ELFT | | | | Alcohol Substance Misuse Policy |
| Annual and Special Leave Policy | ELFT | | | | Annual and Special Leave Policy |
| Annual Leave Policy | ELFT | | | | Annual Leave Policy |
| Annual Season Ticket Loan Policy | ELFT | | | | Annual Season Ticket Loan Policy |
| Assessing and reducing risk to workforce (covid-19) policy and procedure | ELFT | | | | |
| Attendance Policy | ELFT | | | | |
| Checking Professional Registration and Revalidation Policy 2.0 | ELFT | | | | Checking Professional Registration and Revalidation Policy 2.0 |
| Communications Standards Policy | | | | | |
| Covid-19 risk assessment | | | | | |
| DBS Policy | ELFT | | | | |
| Death in Service Procedure | ELFT | | | | Death in Service Procedure |
| Dignity at Work Policy and Procedure | ELFT | | | | Dignity at Work Policy and Procedure |
| Disciplinary Policy and Procedure | ELFT | | | | Disciplinary Policy and Procedure |
| Disclosure and Barring Service Policy | ELFT | | | | Disclosure and Barring Service Policy |
| Dress Code Policy | ELFT | | | | Dress Code Policy |
| ELFT Registering for the DBS Update Service and claiming | | | | | |
| ELFT Standards of Business Conduct Policy (V4 February 2018) | | | | | |
| Equality Diversity and Human Rights Policy - FINAL VERSION - 21.11.2018 | | | | | |
| EU Exit Guidance policy and procedure | | | | | |

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|---|------|--|--|--|---|
| Expenses Policy | ELFT | | | | Expenses Policy |
| FAQ Assessment Centres | ELFT | | | | FAQ Assessment centres |
| Fit and Proper Persons Policy | ELFT | | | | Fit and Proper Persons Policy |
| Generating rotas in advance | | | | | We need a flow chart on the process and the 6 weeks in advance booking |
| Grievance Policy and Procedure | ELFT | | | | Grievance Policy and Procedure |
| Health roster | ELFT | | | | Health Roster Policy We need a new policy that covers pc |
| Human Rights and Equality Policy and procedure | | | | | |
| Lease Car Appendix A | ELFT | | | | Lease Car Appendix A |
| Lease Car Policy | ELFT | | | | Lease Car Policy |
| Management of Staff Affected by Change Policy and Procedure | ELFT | | | | Management of Staff Affected by Change Policy and Procedure |
| Managing Psychological Wellbeing Policy | ELFT | | | | Managing Psychological Wellbeing Policy |
| Managing Sickness Absence Policy | ELFT | | | | Managing Sickness Absence Policy |
| Manual Handling Policy | ELFT | | | | Manual Handling Policy |
| Maternity and Adoption Leave Policy | ELFT | | | | Maternity and Adoption Leave Policy |
| Medical Appraisal and Revalidation Policy | ELFT | | | | Medical Appraisal and Revalidation Policy |
| Mobile Devices Policy | ELFT | | | | Mobile Devices Policy |
| Need to develop annual leave addition for GP sand nurses re 6 weeks in advance for clinic booking | | | | | We need to develop |
| Network, Email and Internet Acceptancy Use Policy | ELFT | | | | Network, Email and Internet Acceptancy Use Policy Need a discussion re practices who are using CCG stuff |
| Overpayment Procedure | ELFT | | | | Overpayment Procedure |
| Pandemic leave policy | ELFT | | | | Need to find this |
| Parking Permit Policy | ELFT | | | | Parking Permit Policy |
| Partnership Agreement with Recognition and Procedural Agreement Policy | ELFT | | | | Partnership Agreement with Recognition and Procedural Agreement Policy |
| Procedure for the Initial Handling of Concerns about Doctors and Dentists | ELFT | | | | Procedure for the Initial Handling of Concerns about Doctors and Dentists |
| Procedure for the Transcribing of Medication | ELFT | | | | Procedure for the Transcribing of Medication |
| Professional Boundaries and Relationships at Work | ELFT | | | | Professional Boundaries and Relationships at Work |
| Professional Registration of Staff Policy | ELFT | | | | Professional Registration of Staff Policy |

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|---|-------|--|--|--|---|
| Providing Employment Reference Policy | ELFT | | | | Providing Employment Reference Policy |
| Raising Concerns (Whistleblowing) Policy 7.0 | ELFT | | | | Raising Concerns (Whistleblowing) Policy 7.0 |
| Recruitment and Selection Policy | ELFT | | | | Recruitment and Selection Policy |
| Redeployment Procedure | ELFT | | | | Redeployment Procedure |
| Register of other interests' policy and procedure | | | | | |
| Remediation Policy | ELFT | | | | Remediation Policy |
| Responsible Clinician and Nominated Deputy Policy | ELFT | | | | Responsible Clinician and Nominated Deputy Policy |
| Retirement and Selection Policy | ELFT | | | | Retirement and Selection Policy |
| Retirement Notice Procedure | ELFT | | | | Retirement Notice Procedure |
| Retirement Policy 7.0 | ELFT | | | | Retirement Policy 7.0 |
| Secondment Policy | ELFT | | | | Secondment Policy |
| Service User Guidelines for Recruitment Policy | ELFT | | | | Service User Guidelines for Recruitment Policy |
| Shared Parental Leave | ELFT | | | | Shared Parental Leave |
| Skills framework in primary care | Local | | | | Needs developing |
| Social Media Policy 2.1 | | | | | |
| Special Leave Policy | ELFT | | | | Special Leave Policy |
| Staff Involvement Policy | ELFT | | | | Staff Involvement Policy |
| Staff Performance Improvement and Capability Policy | ELFT | | | | Staff Performance Improvement and Capability Policy |
| Starting Salary Policy | ELFT | | | | Starting Salary Policy |
| Statutory and Mandatory Policy 1.0 | ELFT | | | | Statutory and Mandatory Policy 1.0 |
| Statutory and Mandatory Training | ELFT | | | | Statutory and Mandatory Training |
| Study leave policy and procedure for GPs and Nurses | | | | | We need to develop |
| Succession planning and talent management | ELFT | | | | We need a PC policy |
| Supervision Policy | ELFT | | | | Supervision Policy |
| Time Off for Staff Council Members Policy | ELFT | | | | Time Off for Staff Council Members Policy |
| Violent and Aggressive behaviour | | | | | |
| Volunteer Policy | ELFT | | | | Volunteer Policy |
| Whistleblowing policy | | | | | |
| Workforce Strategy | ELFT | | | | Workforce Strategy |
| Working from home | | | | | |
| Work-Life Balance | ELFT | | | | Work-Life Balance&nbs |

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|-------------------------------------|--|--|--|--|--|
| Zero Tolerance Policy and procedure | | | | | |
|-------------------------------------|--|--|--|--|--|

3. Data quality, clinical administration and performance policies and procedures

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|--|---------------|---------------|-------------|----------|--------------------------|
| Clinical Administration Training Policy | | | | | |
| Coding and summarising protocol | | | | | Needs developing |
| Corporate Performance reporting flow chart | ELFT | January 2021 | As and when | Manager | Sorted – needs inserting |
| List cleansing protocol | | | | | Needs developing |
| Practice performance flowchart cycle | | | | | Nicola to sort |
| Practice Performance meeting TOR | | | | | Nicola to sort |
| Summarising Letter Protocol | | | | | |
| Summarising Note Protocol | | | | | |
| Workflow protocol | | | | | |


4. Clinical policies and procedures

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|--|---------------|---------------|-------------|----------|------|
| Administration of B12 injections | | | | | |
| Administration of flu vaccines by HCA Advocacy Policy and procedure | | | | | |
| Anticoagulation Protocol | | | | | |
| Appointments handling Policy and Procedure | | | | | |
| Asthma adult protocol.docx2020 | | | | | |
| Baby vaccination protocol | | | | | |
| Call Recall Policy | | | | | |
| Capacity and demand Policy and Procedure | | | | | |
| Chaperone Policy | | | | | |
| Childhood asthma protocol Sept2020 | | | | | |
| Choice Referral Procedure Policy | | | | | |
| Clinical Administration Policy and Procedure | | | | | |
| Clinical Governance Policy | | | | | |
| Cold Chain Policy and Procedure | | | | | |
| Consultation and treatment or care pathways Policy and Procedure | | | | | |
| Controlled Drugs Policy cytotoxic drugs | | | | | |
| COPD protocol2020updated | | | | | |
| Covert Medication Administration Protocol | | | | | |
| COVID CPR sop v2.2 _ 01-05-2020 | | | | | |
| Death Reporting Policy | | | | | |
| Delegation of Extended Skills to Health Care Assistants | | | | | |
| Domestic Abuse and Harmful Practices Policy | | | | | |
| Duty Dr policy and procedure | | | | | |
| ear irrigation policy | | | | | |
| Early Ordering of Medication& Lost CD Prescription Policy | | | | | |
| End of Life Policy | | | | | |
| Exception reporting policy | | | | | |
| Flu protocol and plan | | | | | |

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|---|--|--|--|--|--|
| HCA Administration of B12 | | | | | |
| HCSW-Adult-immunisation-paper-revised-July-2015 | | | | | |
| Home visiting Policy and Procedure | | | | | |
| Immunisations and Vaccinations Policy and Procedure | | | | | |
| Joint Injection protocol | | | | | |
| Management of medical devices Policy and Procedure | | | | | |
| Medication Review Process | | | | | |
| Medicines Policy and Procedure (to include prescribing and policy on proximity to hospital and emergency drugs) | | | | | |
| MH Capacity Act 2005 Policy and procedure | | | | | |
| Minor Illness Nurse Policy | | | | | |
| Named GP for all patients Policy and Procedure | | | | | |
| New patient checks | | | | | |
| NHS Health checks policy and procedure | | | | | |
| Nice Guidelines Policy and Procedure | | | | | |
| Nice guidelines Policy and Procedure | | | | | |
| Notification of deaths to the coroner Policy and procedure | | | | | |
| Oxygen Policy and Procedure | | | | | |
| Pathology and abnormal blood results | | | | | |
| Pathology Filing Protocol | | | | | |
| Pathology Results Process | | | | | |
| Patient and public involvement Policy and Procedure | | | | | |
| Patient Death Policy | | | | | |
| Patient registration and identify check Policy and procedure | | | | | |
| Policy for escalation of urgent patients | | | | | |
| Prescription Request Process | | | | | |
| Record keeping | | | | | |
| Referral Policy and procedure | | | | | |
| Referral Policy and procedure | | | | | |

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|--|--|--|--|--|--|
| Remote Consultations Policy and Procedure | | | | | |
| Repeat Prescribing policy | | | | | |
| Resuscitation for those with confirmed or suspected covid-19 | | | | | |
| Resuscitation Policy and Procedure | | | | | |
| Ring pessary protocol | | | | | |
| SMOPS (including Coils and implants) protocol | | | | | |
| Specimen Handling Process | | | | | |
| staff as patient's policy and procedure | | | | | |
| Staff Immunisations Policy and Procedure | | | | | |
| Structured medical review process | | | | | |
| Travel Consultation Protocol | | | | | |
| Unexpected Death Policy and Procedure | | | | | |
| Walk in policy - esp. acute symptoms | | | | | |

5. Quality Assurance policies and procedures

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|---|---------------|---------------|-------------|----------|---|
| TOR the policy alignment group | | | | | |
| Audit Policy and Procedure | | | | | (to include locums notes and also how you identify areas to audit, lessons learnt and updates to policies and procedures from learning) -needs to be developed |
| Primary care responsibilities with regards to complaints – the BMA | | | | | https://www.bma.org.uk/advice-and-support/gp-practices/complaints-in-primary-care/complaints-in-primary-care |
| Complaints flow chart | Local | | | | Needs inserted as completed |
| Compliments flow chart | | | | | |
| Corporate performance sign off of KPIs | Local | | | | Marina to insert – completed |
| Peer Review process | | | | | |
| Trust wide audit process | ELFT | | | |  Trust Wide Audit Process.docx - NEEDS CLICK LINKING |
| Practice based clinical governance meeting TOR and fixed agenda | Local | 21/10/20 | October 21 | ALL | Sorted – to be inserted |
| Quality Assurance Policy and Procedure | | | | | |
| Quality Improvement Policy and Procedure | | | | | |
| Know your service (needs updating for PC) | | | | | Know your service - Guide |
| Preparing for a CQC inspection guide for managers service (needs updating for PC) | | | | | Preparing for CQC Inspection, Know your service – a guide for managers |
| Quality assurance and implementation plan for primary care | | | | | Quality assurance implementation plan for the Primary Care Services |

6. Patient communication policies and procedures

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|---|---------------|---------------|-------------|----------|---|
| Ambulance Protocol | | | | | |
| carers policy | | | | | |
| Communicating with patients whose first language is not English policy and procedure | Local | | | | Needs developing |
| People Participation Strategy 2017 to 2020 | | | | | Needs checking to see if relevant |
| Patient Dignity Policy | | | | | |
| Practice leaflet and Practice information boards Policy and Procedure | Local | | | | Needs developing |
| The offer to carers, a toolkit | | | | | |
| You said, we did flow chart | Local | | | | Needs developing |
| Guidance for Developing Service User and Carer Information (V1.0 - August 2016) (3) | ELFT | | | | Needs checking to see if relevant |
| Trust noticeboard checking – needs updating for PC | | | | | Trust noticeboard checklist |
| How information displays should look within your waiting area – needs updating for PC | | | | | How information displays should look within your waiting area |

7. Information Governance (Chris and Keisha)

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|---|---------------|---------------|-------------|----------|--|
| Access to records and notes redaction | Local | | | | Needs developing |
| Access to Medical Records - Disclosure after death 2019 | | | | | |
| Access to records in General Practice, including redaction, and sharing, fees | | | | | |
| Accessible Information Standards Policy and Procedure | | | | | |
| Archiving, disposal and storing of records Policy and procedure | | | | | Needs developing |
| Breach notification Policy and procedure | | | | | Needs developing |
| Caldicott Guardian Policy | | | | | |
| Consent Policy and procedure | | | | | |
| Data Protection and Confidentiality Policy | | | | | the trust one needs updating Data Protection and Confidentiality Policy |
| Death Reporting Policy | | | | | |
| Data security Policy and procedure | | | | | Needs developing |
| fair processing notice policy and procedure | | | | | Needs developing |
| Information sharing with safeguarding | | | | | |
| GDPR Policy and procedure | | | | | Needs developing |
| Health records policy | | | | | Health Records Policy Needs updating |
| NHS data opt out policy and procedure | | | | | Needs developing |
| Online Access Request policy and procedure | | | | | Needs developing |
| privacy impact assessment (privacy notice) policy and procedure | | | | | Needs developing |
| Subject access requests Policy and procedure | | | | | Needs developing |
| Transfer of Patient Record Policy | | | | | |
| Website privacy and cookies policy and procedure | | | | | Needs developing |

8. Risk management and safeguarding

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|--|---------------|---------------|-------------|----------|------|
| Caldicott Guardian Policy | | | | | |
| Central Alert System Procedure | | | | | |
| Dissemination of Drug Alerts, Patient Safety Notice, Guidance and Formularies Protocol | | | | | |
| DNA policy and procedure | | | | | |
| PREVENT strategy | | | | | |
| Protecting vulnerable people from radicalisation Policy and procedure | | | | | |
| Safeguarding Adults Policy and procedure | | | | | |
| Safeguarding Children's Policy and procedure | | | | | |
| Security of blank prescriptions | | | | | |
| Vulnerable Adults | | | | | |

9. Health and safety policies and procedures

(need to be mindful that estates and the waste etc are usually on direct contracts so policies will need to be reflective of the practices circumstance not always the trusts)

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|---|---------------|---------------|-------------|----------|--|
| Accident and incident reporting Policy and procedure | | | | | |
| Adverse weather Policy and Procedure | | | | | |
| Blood and body fluid spillage policy and procedure | | | | | |
| Building Maintenance Policy | | | | | |
| Business Continuity Policy and Procedure | | | | | We need to update the template to cover To include pandemics Practice closure PCN arrangements Covid-19 zoning |
| Clinical Waste Disposal Policy and Procedure | | | | | |
| COSHH policy and procedure | | | | | Control of Substances Hazardous to Health Policy Needs updating for PC |
| Calibration of equipment | | | | | https://www.avensysmedical.co.uk/ |
| Display screen equipment policy and procedure | | | | | |
| Disposal of Confidential Waste Protocol | | | | | |
| Significant event policy and procedure | | | | | |
| Driving for work policy and procedure | | | | | |
| Driving for work Policy and procedure | | | | | |
| DSE Policy v5.0 | | | | | |
| Environmental Policy and procedure | | | | | |
| Equipment calibration policy and procedure | | | | | |
| Estates helpdesk policy – needs updating | | | | | Estates Helpdesk poster |
| Fire alarm response policy and procedure (includes fire alarm checks, drills, logs of drills) | | | | | |

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| Fire equipment policy and procedure | | | | | |
| Fire risk assessment and associated action plans policy and procedure | | | | | |
| Fire safety policy – needs an update for pc | | | | | Fire Safety Policy |
| Fire safety policy and procedure | | | | | |
| First aid Policy and procedure | | | | | |
| Flooding Policy and procedure | | | | | |
| Hazard reporting Policy and procedure | | | | | |
| Health & Safety Inspection form | | | | | |
| Health and Safety Policy | | | | | |
| Health and Safety Policy and procedure | | | | | |
| Health and safety training Policy and procedure | | | | | |
| Incident policy – needs updating | | | | | Incident Policy |
| Legionella Policy | | | | | Legionella Policy (V2 April 2016) |
| Lone working Policy and procedure | | | | | |
| Maintenance policy and procedure | | | | | |
| Management and prevention of violence at work Policy and procedure | | | | | |
| Needle stick injury and sharps policy and procedure | | | | | |
| Needlestick injury Policy and procedure | | | | | |
| PAT testing policy and procedure | | | | | |
| Personal Protective Equipment (PPE) Policy and Procedure | | | | | |
| Pest control | | | | | Pest Control Policy Feb 2018 |
| Premises safety policy and procedure | | | | | |
| Procedure for cleaning equipment | | | | | Procedure for cleaning equipment/s |
| Risk Assessment Policy and procedure | | | | | |
| Risk Management Policy and procedure | | | | | |
| Risk Policy and procedure | | | | | |
| Serious incident notification Policy and procedure | | | | | |

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|--|--|--|--|--|---|
| Service equipment maintenance policy and procedure | | | | | |
| Waste management policy – needs updating | | | | | |
| Water temperature policy and procedure (to include logging of water temp checks) | | | | | Waste Management Policy |

10. Safety and Security policies and procedures

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|---|---------------|---------------|-------------|----------|------------------|
| Prescription security and management policy and procedure | | | | | Needs developing |
| Security policy and procedure | | | | | |
| Test and trace process | | | | | Needs developing |
| Visitors to practice Policy and Procedure | | | | | Needs developing |
| Window policy and procedure | | | | | |

11. Infection control policies and procedures

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|--|---------------|---------------|-------------|----------|---|
| audit tool IPC control | | | | | |
| Cleaning Policy | | | | | |
| clinical waste policy | | | | | |
| contagious illness policy | | | | | |
| coronavirus IPU policy | | | | | |
| curtain audit | | | | | |
| Decontamination of Medical Equipment Policy | | | | | |
| handling of specimens' policy | | | | | |
| Infection Control Annual Statement | | | | | |
| infection control policy | | | | | |
| Infection prevention and control policy manual | | | | | Infection Prevention and Control Policy Manual Needs updating for PC |
| MRSA treatment Leaflet 3f | | | | | |
| safe use and disposal of sharps | | | | | |
| Sharps Injury Policy | | | | | |
| single use instruments policy | | | | | |

12. CQC registration policies and procedures

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|--|---------------|---------------|-------------|----------|------|
| CQC notification policy and procedure | | | | | |
| CQC ratings display policy and procedure | | | | | |
| CQC Readiness checklist | | | | | |
| Outcome 18- Notification of Death to CQC - Statement and Form | | | | | |
| Outcome 19 - Notifying of Death or Unauthorised Absence under Mental Health Act to CQC | | | | | |
| Outcome 20 - Notifying of other incidents to CQC | | | | | |
| Outcome 28 - Notifying CQC of changes affecting the Provider | | | | | |
| Statement of purpose Policy and Procedure | | | | | |

13. Finance, temporary staffing, fees policies and procedures

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|--|---------------|---------------|-------------|----------|--|
| Agency staffing process | ELFT | | | | Marina to insert |
| Agency waiver form | ELFT | | | | Marina to insert |
| Approved agency list | ELFT | | | | Marina to insert |
| Bank staffing process | ELFT | | | | Marina to insert |
| Operating cash management policy | ELFT | | | | Operating Cash Management Policy |
| Payment of fees policy and procedure in primary care | Local | | | | We need to develop one also linked to Brexit |
| Signing up to deliver contracts in primary care the ELFT process | Local | | | | Marina to do with Christian |
| Standards of business conduct policy | ELFT | | | | Standards of Business Conduct Policy |
| Standing financial instructions | ELFT | | | | Standing Financial Instructions |
| Standing orders | ELFT | | | | Standing orders |
| Stock control and purchasing policy and procedure | | | | | Needs to develop |
| Trust credit card policy | ELFT | | | | Need to insert |
| Trust credit card process for use in the PC Directorate | Local | | | | Marina to develop |

14. Primary Care Homeless and Vulnerable Person Outreach Service

| Title | ELFT or local | Date approved | Review date | Audience | Link |
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15. GP Support Unit and Service specific policies and procedures

| Title | ELFT or local | Date approved | Review date | Audience | Link |
|---|----------------------|----------------------|--------------------|-----------------|-------------|
| Business Continuity Policy - CMC | | | | | |
| Business Continuity Policy – Greenhouse | | | | | |
| Business Continuity Policy – HE1 | | | | | |
| Business Continuity Policy – LRS | | | | | |
| Business Continuity Policy - NTP | | | | | |
| Leave forms | Local | | | | |
| Supervision forms | Local | | | | MM |

16. National primary care Covid-19 SOPs

| Title | Written by | Date approved | Review date | Audience | Link |
|---|------------|---------------|-------------|----------|---|
| Covid-19 privacy notice policy and procedure | | | | | |
| Covid-19 vaccinations in care homes | NHSE | N/A | N/A | ALL | https://www.england.nhs.uk/coronavirus/publication/standard-operating-procedure-covid-19-local-vaccination-services-deployment-in-community-settings/ |
| Guidance and updates: Highest clinical risk patients | NHSE | N/A | N/A | ALL | https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/03/C0830-i-gp-update-update-clinically-extremely-vulnerable-2nov.pdf |
| Guidance for COVID-19 vaccination in care homes that have cases and outbreaks | NHSE | N/A | N/A | ALL | https://www.england.nhs.uk/coronavirus/publication/guidance-for-covid-19-vaccination-in-care-homes-that-have-cases-and-outbreaks/ |
| Instruction on timing of second dose of COVID-19 vaccinations | NHSE | N/A | N/A | ALL | https://www.england.nhs.uk/coronavirus/publication/instruction-on-timing-of-second-dose-of-covid-19-vaccinations/ |
| Infection control for primary care during Covid-19 | NHSE | N/A | N/A | ALL | https://www.england.nhs.uk/coronavirus/primary-care/infection-control/ |
| Lateral flow testing and reporting in primary care | NHSE | N/A | N/A | ALL | https://www.england.nhs.uk/coronavirus/publication/asymptomatic-staff-testing-for-covid-19-for-primary-care-staff/ |
| Management of Covid-19 in primary care | NHSE | N/A | N/A | ALL | https://www.england.nhs.uk/coronavirus/publication/managing-coronavirus-covid-19-in-general-practice-sop/ |
| Novel coronavirus (COVID-19) standard operating procedure: COVID Oximetry @home | NHSE | N/A | N/A | ALL | https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/11/C0817-sop-covid-oximetry-@home-november-2020.pdf |
| Referral and management of long covid-19 | | | | | |
| Standard operating procedure: Management of COVID-19 vaccination clinical incidents and enquiries | NHSE | N/A | N/A | ALL | https://www.england.nhs.uk/coronavirus/publication/standard-operating-procedure-management-of-covid-19-vaccination-clinical-incident-and-enquiries/ |
| Triage first | Local | | | | Needs developing – also about breathing etc the red flag flow chart |

17. Forms and other key ELFT documents for staff

| Title | Written by | Date approved | Review date | Audience | Link |
|--------------------------------------|------------|---------------|-------------|----------|---|
| Appraisal forms | | | | | https://sway.office.com/jZPNjPoisxs6byDE?ref=Link |
| Appraisal training | | | | | https://www.elft.nhs.uk/Working-For-Us/Training-and-Development/Appraisals |
| Coding an appraisal in ESR | | | | | https://sway.office.com/223Zo3i95qIK2IBQ?ref=Link |
| ELFT - Declaration of Interests Form | | | | | |
| ELFT Accessing on-line payslips | | | | | |
| ELFT at a glance | | | | | |
| ELFT Childcare-Vouchers-Parent-FAQs | | | | | |
| ELFT NHS Employee Discount | | | | | |
| ELFT Overtime form | | | | | |
| ELFT Strategy | | | | | |
| Staff Benefits | | | | | |
| Trust Demographic Information | | | | | |