Library
The Health Academy

NHS
Lancashire Teaching Hospitals
NHS Foundation Trust

Matrons
Trust Policies and Clinical Guidelines

Where?

Lancashire Teaching Hospitals Trust guidelines can be found on the "Heritage" catalogue

Please note these can only be accessed from a Trust computer

What?

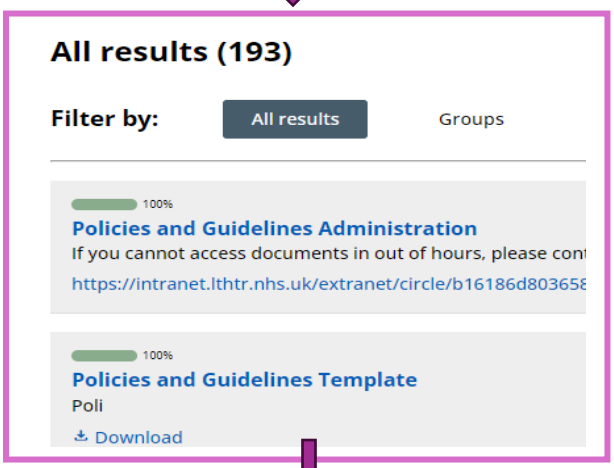
- Policies, procedures and guidelines
- Trust-wide emergency plans
- Selected strategy and board documents

How?

There are a couple of ways to access the policies database from the Trust Intranet page

1. Directly from the intranet page put "policies" into the search bar

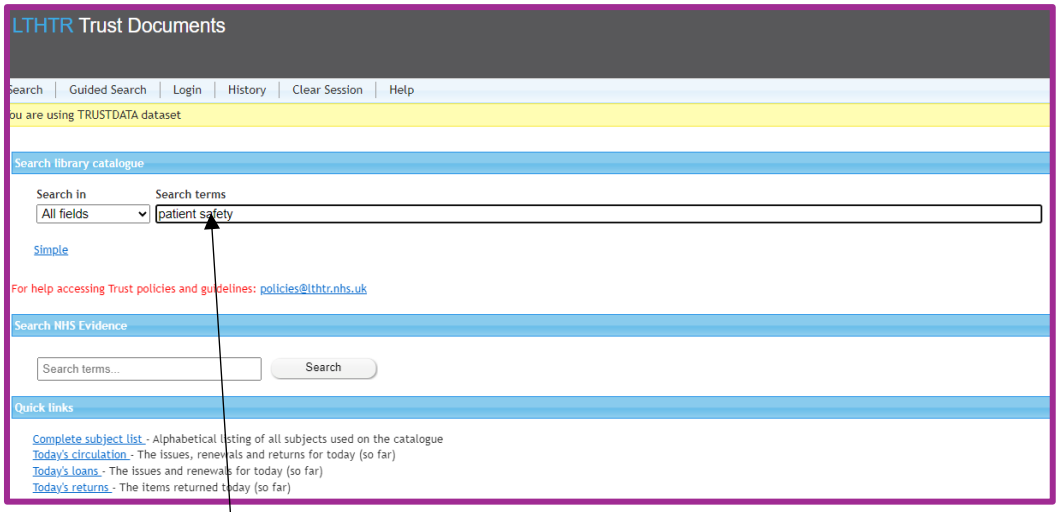
Then choose "**Polices and Guidelines Administration**"



2. By clicking on the **"POLICES & GUIDELINES ON HERITAGE**" box on the intranet page

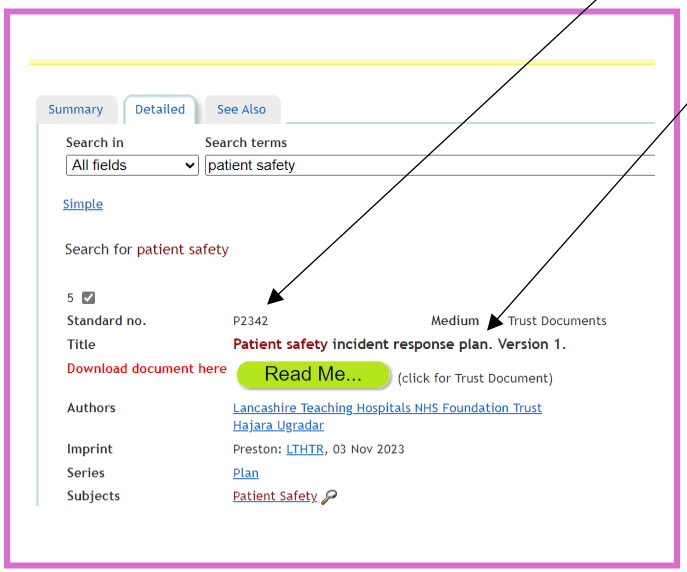
Click on "**Here is the link to the Heritage System**" and you will then be taken to the Policies and Guidelines homepage

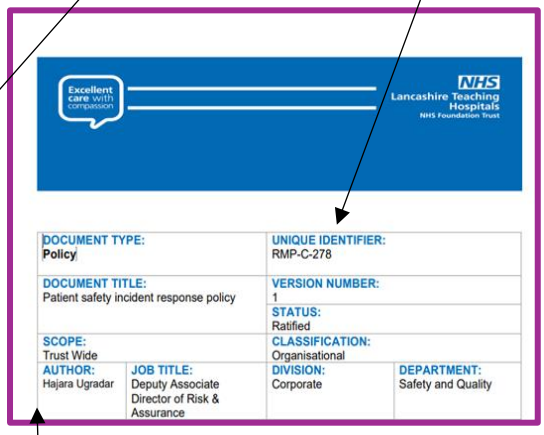
LTHTR Trust Documents Heritage Home Page



In the search box you can use a general search term to find the policy you are looking for e.g. 'patient safety'

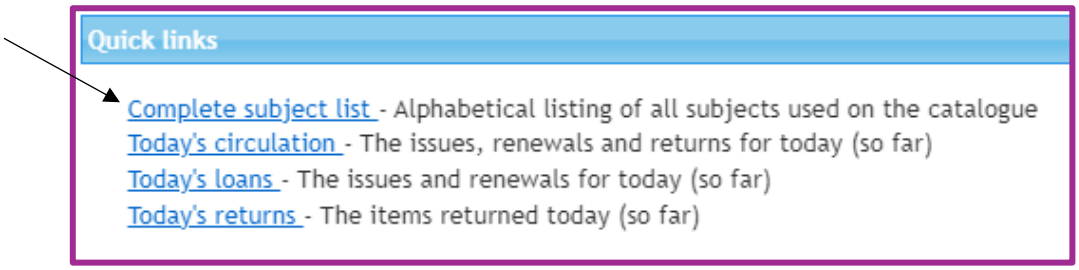
Or - Every policy has: a title; a 'P' number; and a 'Unique Identifier'. You can use any of these to search.



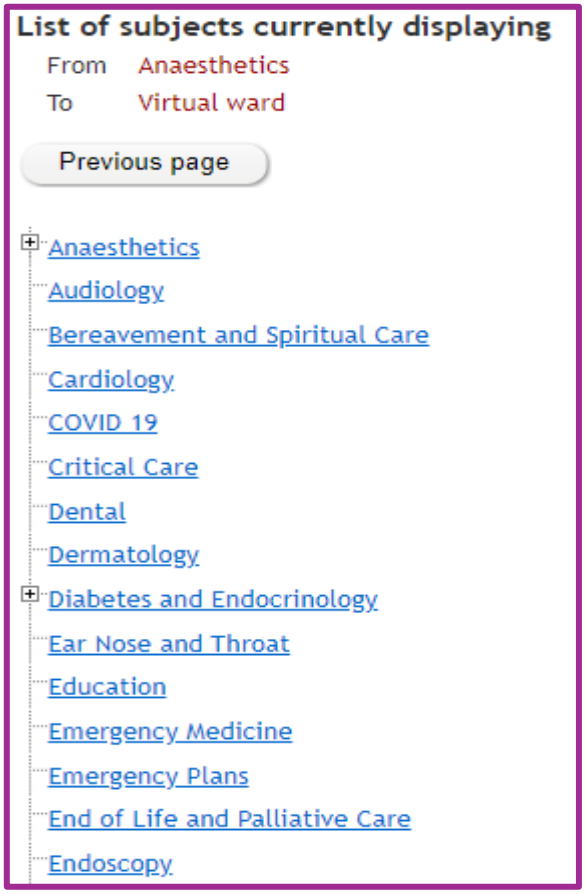


When you click "**Read Me**" the policy opens like this

Also, from the home page you can click "**Complete subject list"** which will take you to an A-Z of topics.
This is particularly useful if you are unsure of the title of a document or if you want to browse the guidelines/policies on a specific topic area.



Simply click on the title of the subject area that you are interested in and this will take you to a page of results on that topic.



Here are some policies that may be useful to you in your role as Matron

TP-219	Equality Impact Assessment (EQIA) Policy http://lthtr-documents/current/P1799.pdf
TP-146	Equality, diversity & inclusion policy http://lthtr-documents/current/P377.pdf
HRP-53	Supporting disability in the workplace http://lthtr-documents/current/P23.pdf
HRP-42	Annual leave and bank holiday policy http://lthtr-documents/current/P190.pdf
HRP-21	Attendance management policy http://lthtr-documents/current/P290.pdf
HRP-45	Medical staff study/professional leave policy http://lthtr-documents/current/P122.pdf
TP-113	Clinical Audit Policy and Procedure http://lthtr-documents/current/P225.pdf
RMP M 54	Development and management of procedural documents http://lthtr-documents/current/P100.pdf
TP-66	Information Governance & Information Risk Policy http://lthtr-documents/current/P251.pdf
RMP-C-177	Procedure for maintaining consistent & accurate patient details on Quadramed CPR/separate systems/databases http://lthtr-documents/current/P480.pdf
TP-284	Patient Identification Policy (ID Bands) http://lthtr-documents/current/P2408.pdf
RMP-C-278	Patient safety incident response policy http://lthtr-documents/current/P2341.pdf
EBG00809	Procedure for the Safe Supply of Discharge Medication http://lthtr-documents/current/P2083.pdf
SOP-69	Use of Above Bed Patient Care Information Boards, Patient Safety Magnets and Welcome Posters http://lthtr-documents/current/P1482.pdf
TP-140	Medicines Management (General) Policy http://lthtr-documents/current/P315.pdf
RMP-C-58	Aseptic Non-Touch Technique (ANTT®) http://lthtr-documents/current/P167.pdf
RMP-C-37	Hand protection policy http://lthtr-documents/current/P116.pdf
HRP-07	Flexible Working Policy & Procedure http://lthtr-documents/current/P115.pdf
HRP-68	Policy & procedure for the application of recruitment and retention premia (RRP) for medical staff http://lthtr-documents/current/P210.pdf
HRP-33	Recruitment and selection policy http://lthtr-documents/current/P163.pdf
HRP-73	Appraisal policy http://lthtr-documents/current/P1977.pdf
HRP-14	External Study Policy http://lthtr-documents/current/P292.pdf
HRP-37	Qualifications and registration checks policy and procedure

	http://lthtr-documents/current/P164.pdf