group policies and procedures

# SHaring protocols on clinical guidance policy

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| Category | Clinical |
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**Related policies and guidance**

**Document revision and approval history**

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| Version | Date | Author | Approved by | Comments |
| V1 | Jul 2016 |   |  |  |
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| V3 | Feb 2017 | JL |  | Updated to reflect feedback from CCG |
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# SHARING AND ACTING ON CLINICAL GUIDANCE, FORMULARIES, MEDICAL DEVICE ALERTS AND SAFETY ALERTS PROTOCOL

The purpose of the protocol is to set out the procedure for sharing national/local clinical guidance, national/local formularies and acting on drug and safety alerts for Castleman Healthcare Ltd. This protocol is relevant to anyone who works for the Company.

The individual responsible for the dissemination of local guidance/alerts is the Clinical Governance Director who will review all new policies and guidance and instigate a review of all Castleman Healthcare Ltd policies, adapting as required. The Clinical Governance Director will disseminate those applicable to Castleman Healthcare Ltd as per the cascade table below

It is also the responsibility of the individual healthcare professional to ensure they keep up to date with national guidance and formularies.

This protocol will be reviewed annuallyto ensure that it remains effective and relevant.

# Procedure

The Clinical Governance Director will disseminate any new policies and guidance applicable to Castleman Healthcare Ltd Providers.

# The cascade includes:

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| **Guidance/Formulary/Alert** | **Responsible Individual** |
| 1) NICE and other national clinical guidance | Individual clinicians Individual clinicians are responsible for ensuring they keep up to date with all new NICE and other national clinical guidance. |
| 2) Local clinical guidance  | The Governance Director will cascade Local Clinical Guidance applicable for Castleman Healthcare Ltd to the Programme Manager to disseminate to all clinicians/healthcare professionals. |
| 3) National and local formularies | The Governance Director will cascade Local Clinical Guidance applicable to Castleman Healthcare Ltd to the Programme Manager to disseminate to all clinicians/healthcare professionals. |

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| 4) Alerts that would be found on the Central Alerting System:* *The Medicines and Healthcare products Regulatory Agency alerts;*
* *The National Patient Safety Agency alerts;*
* *The Chief Medical Officer (for England)*
 | The Governance Director will cascade Local Clinical Guidance applicable to Castleman Healthcare Ltd to the Programme Manager to disseminate to all clinicians/healthcare professionals. |

**The responsible individual, Programme Manager, will determine who to send the guidance/alerts to within the specific programme/service**

1. Appropriate clinical alerts/guidance will be shared with those appropriate within the service where appropriate;
2. Alerts about medical devices will be shared with those appropriate within the service for investigation and forwarded to appropriate members of staff;
3. The individuals that receive the guidance/alerts will decide the action needed and the timescale for action;
4. Any national/local guidance and formularies will be shared centrally in Castleman Healthcare Ltd and an email circulated, when new information is added;
5. The Programme Manger will invite specialists to attend clinical meetings to share best practice and new clinical pathways when appropriate.