

## List of Policies and Protocols in use at Arlington Road Medical Practice current at February 2025

Absence from work due to sickness or injury, including sick pay  
Accessible Information Standard Policy  
Access to Emis Clinical System Policy  
Access to medical records policy  
Administration of Progesterone-only Contraception for Qualified Nurses without Family Planning Qualifications  
Adoption leave and pay policy and procedure  
Alcohol and Substance Misuse Policy  
Anti-bribery and counter fraud policy  
Audio, visual and photography policy  
Blood Pressure Monitoring Protocol  
Bullying and harassment policy  
Caldicott and confidentiality policy  
Car park management policy  
CCTV monitoring policy  
Central alerting system policy  
Cervical Cytology Protocol  
Chaperone policy  
Child Health Surveillance Protocol  
Clear desk and clear screen policy  
Clinical audit policy  
Clinical Correspondence Protocol  
Clinical guidance document - Intrauterine contraception  
Clinical guidance document - Preconception advice  
Clinical Notes Summarising Protocol  
Clinical Record Keeping  
Clinical supervision policy  
Cold chain policy  
Combined Hepatitis A Virus (Inactivated) and Typhoid Polysaccharide Vaccine Patient Group Direction  
Communication Policy  
Complaints procedure  
Computer Downtime Policy  
Confidentiality and Data Protection Handbook (PDF version)  
Confidential Waste Policy  
Consent to Care and Treatment Guidance  
Controlled drugs policy  
Data protection officer policy  
DBS policy  
Dealing with unreasonable, violent and abusive patients policy  
Dependant Leave Policy  
Diphtheria, Tetanus, Acellular Pertusis, Inactivated poliomyelitis, Haemophilus Influenzae Type B and Hepatitis B Vaccine (DTap/IPV/Hib/HepB) PGD



Diphtheria, Tetanus, Acellular Pertussis and Inactivated Poliomyelitis Vaccine (dTaP+IPV) Patient Group Direction  
Disciplinary Policy  
Disciplinary policy and procedure  
Duty of candour policy  
Electrocardiogram guidance document  
Emergency & Business Continuity policy  
Epilepsy, Contraception & Pregnancy Protocol  
Equality and diversity policy  
Eyesight test and display screen equipment policy  
Female genital mutilation - Clinical guidance document  
Firearms licensing policy  
Fire marshal or warden guidance  
Fire Risk Assessment  
Fire Safety Policy  
Flu Outbreak Standard Operating Procedure  
GP Appointment System Protocol  
Grievance policy and procedure  
Guidance for a new joining clinician  
Haemophilus Influenzae Type B and Meningococcal C Conjugate Vaccine (HIB/MenC) Patient Group Direction (PGD)  
Health and safety policy  
Hepatitis A and B (Hep A and B) Vaccine Patient Group Direction  
Hepatitis A and B (Hep A and B) Vaccine Patient Group Direction (PGD)  
Hepatitis A Vaccine Patient Group Direction  
Hepatitis A Vaccine Patient Group Direction (PGD)  
Hepatitis B Vaccine Patient Group Direction (PGD)  
Hepatitis B Vaccine Patient Group Direction (PGD)  
Hepatitis B Vaccine Renal Patient Group Direction  
Holiday policy  
Home visit policy  
Homeworking policy  
Human Papillomavirus (HPV) Vaccine Patient Group Direction (PGD)  
Identification of Carers policy  
Inactivated Influenza Vaccine Patient Group Direction (PGD)  
Individual Rights Policy  
Infection Prevention Control (IPC) Handbook  
Information Asset Register  
Information Governance Policy  
Interview pack - PCN Clinical Pharmacist  
Intranet and social media acceptable use policy  
IR35 policy  
Live Attenuated Influenza Vaccine Nasal Spray Suspension (LAIV) Patient Group Direction  
Locum policy  
Lone working policy  
Lost property policy  
Low-dose Diphtheria, Tetanus and Inactivated Poliomyelitis Vaccine (Td/IPV) (Revaxis) Patient Group Direction.  
Management of Chicken Pox Policy  
Managing incoming pathology results



Maternity Leave Policy  
Measles, Mumps and Rubella Vaccine Patient Group Direction  
Measles, Mumps and Rubella Vaccine Patient Group Direction (PGD) v5.00  
Medical Device and Equipment Loan Management Policy  
Medical emergencies - Clinical Guidance Document  
Meeting Framework Policy  
Meningococcal Group A, C, W and Y Conjugate Vaccine for Risk Groups Patient Group Direction  
Meningococcal Group B Vaccine Patient Group Direction  
Meningococcal Group B Vaccine Patient Group Direction (PGD) v6.00  
Meningococcal Group B Vaccine Risk Groups Patient Group Direction  
Meningococcal Groups A, C, W and Y (MenACWY) Conjugate Vaccine Patient Group Direction (PGD)  
Mental Capacity Act Policy  
Mental Health in Remission Protocol  
New patient registration & health check policy (England)  
Nursing staff revalidation and appraisal policy  
Palliative and end of life care - Clinical guidance document  
Patient Group Direction (PGD) for the supply of azithromycin for the prevention of diphtheria in high risk settings or during outbreaks.  
Patient Participation Group (PPG) policy  
Performance appraisal policy and procedure  
Pertussis Vaccine Patient Group Direction (PGD)  
Phlebotomy guidance document  
Pneumococcal Polysaccharide Conjugate Vaccine (PCV13) Patient Group Direction  
Pneumococcal Polysaccharide Conjugate Vaccine (PCV13) Risk Groups Patient Group Direction  
Pneumococcal Polysaccharide Conjugate Vaccine (PCV 13) v5.00  
Pneumococcal polysaccharide vaccine (PPV23) Patient Group Direction (PGD)  
Portable appliance testing (PAT) and calibration testing policy  
Portable device policy  
Practice telephone policy  
Prescribing Policy  
Prescription Security Policy  
Priority treatment for veterans  
Privacy Notice  
Privacy notice - Employee (England)  
Reasonable adjustment digital flag policy  
Recording of Consultations  
Records Management Protocol  
Recruitment policy and procedure  
Referrals policy incorporating the standard NHS contract for England  
Registration and treatment of asylum seekers, refugees and other migrants policy  
Respiratory Syncytial Virus (RSV) Vaccine Patient Group Direction (PGD)  
Rheumatoid Arthritis Protocol  
Rotavirus Vaccine Patient Group Direction  
Rotavirus Vaccine Patient Group Direction  
Safeguarding Adults Policy  
Safeguarding Adults Thresholds: Guidance for Professionals  
Safeguarding Children Policy  
Safe use and handling of chemicals policy  
Salbutamol Patient Group Direction (PGD)  
Scanning Protocol

Shingrix Herpes Zoster Vaccine Patient Group Direction (PGD)  
Significant event and incident policy  
Smartcard policy  
Smoking cessation  
Spirometry Protocol  
Staff and relatives as patients policy  
Staff development policy - Mandatory training guidelines  
Staff Handbook  
Staff immunisation policy  
Staff induction policy  
Staffing Policy for normal circumstances  
Stress at work policy  
Subject Access Request  
Teledermatology Protocol  
Telephone Programming Instructions for Senior Staff  
Temporary Resident and INT Protocol  
The Governance Handbook (MS Word version)  
The Safeguarding Handbook  
Third party confidentiality agreement incorporating fire safety and risk awareness for visitors  
Time off in lieu and overtime policy  
Transferring Patient Information  
Translator and interpreter policy  
Travelling by Car on Business Policy  
Typhoid PGD v4.0  
Typhoid Vi Polysaccharide Vaccine Patient Group Direction  
Uniforms, dress and appearance policy  
Use of photographs - employee consent form  
Whistleblowing policy and procedure  
Work Flow/ Coding  
Wound dressing guidance document  
Young People & Emergency Contraception  
Zostavax Vaccine Patient Group Direction (PGD)