

OPTION 3

MINOR OPS PACKAGE

- In-clinic/Zoom consultation
- Interview prep
- Statement of purpose
- Application support including collating additional supporting documentation

Policies and Procedures:

- Fit and Proper Persons Directors Policy
- Consent Policy and Procedure
- Health, Safety and Risk Policy
- List of Risk Assessments
- Medicines Management and Prescribing Policy
- Medical Emergency Policy
- Infection Control Policy and Procedure
- MHRA Safety Alerts Management Policy
- Safeguarding Policy and Procedure
- Complaints Policy and Procedure
- Information Governance Policy
- Governance Policy
- Equality, Diversity and Human Rights Accessibility Policy
- Training and Development Policy
- Recruitment Policy
- Staff Training Matrix/plan
- Staffing Structure
- Patient ID Verification Policy
- Remote Consultations Policy and Protocol
- Consent Policy
- Consent to Photography and/or Video Policy
- Chaperone Policy
- Medicines Management Policy
- Cold Chain Policy
- Emergency Policy and Protocol
- Management of Liquid Nitrogen Policy
- Patient Identification Policy
- Role and Responsibilities of the Circulating Practitioner
- Protocol for Scrubbing (Surgical Hand Antisepsis) Gowning and Gloving
- Protocol for the Preparation of Trolleys Prior to Surgical Intervention
- Policy for the Maintenance of Asepsis During A Surgical Procedure
- Preparation of the Patient Prior to Surgery (skin preparation)
- Protocol for the Positioning of Sterile Drapes Prior to a Surgical Procedure
- Policy for the Management of Accountable Items During a Surgical Procedure
- Policy for the Safe Use and Handling of Surgical Instruments
- Policy for the Safe Management and Disposal of Sharp Items
- Policy for the Safe Positioning of a Patient Prior to a Surgical Procedure
- Policy for the Management and Handling of Specimens
- Policy for the Management of a Patient with Latex Sensitivity
- Policy for the Management of Loan Items Being Brought Into the Department
- Policy for the Management of Clinical Waste
- Policy for the Use of Sterile Sets
- Hand Hygiene Policy
- Policy for the Reporting of Faulty Equipment
- Policy for the Management of Reusable Instruments (including total traceability)
- Patient Identification Policy

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Audit Templates:

- Healthcare Records
- Infection Control
- Hand Hygiene
- Sharps Management
- Waste Management
- PPE
- Complaints to Include Patient Satisfaction
- Emergency Equipment
- Workstation Audit (DSE)
- Medicines Management to Include a Prescribing Audit where necessary

Risk Assessment Templates:

- Fire Safety
- Health and Safety
- Legionella