

13 June 2022

## **Belfast Trust Policies and Guidelines**

**I would like a copy of the following policies**

- 1. BHSCCT Being Open policy – saying sorry when things go wrong (2020) TP 80/11**

Attached in separate document (attachment 1)

- 2. BHSCCT Serious Adverse Incident (SAI) procedure (2016) TP 97/14**

Document currently under review - the version attached in separate document remains substantive until updated (attachment 1)

- 3. BHSCCT Policy on Memorandum of Understanding (MOU) - Investigating Service User Safety Incidents (2020) TP 111/20**

Attached in separate document (attachment 1)

- 4. BHSCCT Guidance on Actions to be Taken after a Patient's Death in Hospital (2018) SG 04/09**

Attached in separate document (attachment 1)

- 5. BHSCCT Medical Devices Procedures and Guidelines (2017) TP 41/07**

Attached in separate document (attachment 2)

- 6. BHSCCT The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 (RIDDOR) Policy (2020) TP 42/08**

Attached in separate document (attachment 3)

- 7. BHSCCT Procedure for Reporting and Managing Incidents (2018) TP 94/14**

Attached in separate document (attachment 3)

- 8. BHSCCT Procedure for Grading an Incident (2018) TP 95/14**

Attached in separate document (attachment 3)

- 9. BHSCCT Procedure for Investigating an Incident (2018) TP 93/14**

Attached in separate document (attachment 3)

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**10. BHSCT Guidance on Writing a Witness Statement (2018) TP 96/14**

Attached in separate document (attachment 3)

**11. BHSCT Policy for Sharing Learning (2016) TP 98/14**

This is currently under review - version attached in separate document remains substantive until updated (attachment 4)

**12. BHSCT Policy and Procedure for the Management of Comments, Concerns, Complaints & Compliments (2020) TP 45/10**

Attached in separate document (attachment 4)

**13. BHSCT Claims Management & Engagement of Legal Services Policy (2017) TP 27/08**

Attached in separate document (attachment 4)

**14. BHSCT General Health and Safety Policy (2018) TP 50/08**

Attached in separate document (attachment 4)

**15. BHSCT Policy on the Data Protection and Protection of Personal Information (2018) TP 26/08**

Attached in separate document (attachment 4)

**16. BHSCT Risk Management Strategy (2020) TP 58/08**

Attached in separate document (attachment 4)

**17. BHSCT Disciplinary and Grievance policy**

Attached in separate document (attachment 4)