

| | | | |
|--|---|--|--|
| Document Title: | UMBRELLA GUIDELINE FOR EAST OF ENGLAND DIABETES NETWORK GUIDELINES | | |
| Document Reference/Register no: | 13020 | Version Number: | 3.0 |
| Document type: (Policy/ Guideline/ SOP) | Guideline | To be followed by: (Target Staff) | All Medical and Nursing staff |
| Ratification Issue Date: (Date document is uploaded onto the intranet) | 28 th February 2019 | Review Date: | 27 th February 2022 |
| Developed in response to: | Implementation of Network guidelines | | |
| Contributes to HSC Act 2008 (Regulated Activities) Regulations 2014(Part 3); and CQC Regulations 2009 (Part 4) CQC Fundamental Standards of Quality and Safety: | | | 17 |
| Issuing Division/Directorate: | Women's & Children's | | |
| Author/Contact: (Asset Administrator) | Dr Sharon Lim, Consultant Paediatrician | | |
| Hospital Sites: (tick appropriate box/es to indicate status of policy review i.e. joint/ independent) | <input checked="" type="checkbox"/> MEHT <input type="checkbox"/> BTUH <input type="checkbox"/> SUH | | |
| Consultation: | (Refer to page 2) | | |
| Approval Group / Committee(s): | n/a | Date: | n/a |
| Professionally Approved by: (Asset Owner) | Dr Manas Datta, Consultant Paediatrician | Date: | 13 th February 2019 |
| Ratification Group(s): | DRAG Chairman's Action | Date: | 27 th February 2019 |
| Executive and Clinical Directors (Communication of minutes from Document Ratification Group) | Date: March 2019 | Distribution Method: | Intranet & Website. Notified on Staff Focus |

| Consulted With: | Post/ Approval Committee/ Group: | Date: |
|------------------------|--|-------------------------------|
| Alison Cuthbertson | Clinical Director for Women and Children | 4 th February 2019 |
| Mary Stebbens | Clinical Facilitator for Children's Acute Care | |
| Mel Hodge | Phoenix Ward Sister | |
| Melanie Chambers | Matron Children's & Young People | |
| | Consultant Paediatricians | |
| Jacqueline Banks | Senior Paediatric Nurse Outpatients | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | |
|--|--|
| Related Trust Policies (to be read in conjunction with) | East of England clinical guidelines 04071 Standard Infection Prevention |
|--|--|

| Document Review History: | | | |
|---------------------------------|--------------------------------------|---|--------------------------------|
| Version No: | Authored/Reviewer: | Summary of amendments/ Record documents superseded by: | Issue Date: |
| 1.0 | Andrea Stanley, Clinical Facilitator | | 27 June 2013 |
| 2.0 | Dr Sharon Lim | | 9 th May 2016 |
| 3.0 | Dr Sharon Lim | Full Review | 28 th February 2019 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

INDEX

- 1. Purpose**
- 2. Introduction**
- 3. Equality Impact Assessment**
- 4. Scope**
- 5. Staff and Training**
- 6. Infection Control**
- 7. Audit and Monitoring**
- 8. Guideline Management**
- 9. Communication and Implementation**
- 10. Datix/ Error Reporting**
- 11. Appendix**
 - Appendix 1: Preliminary Equality Analysis

1.0 Purpose

- 1.1 To ensure continuity of treatment and care is consistent across the Network.
- 1.2 Ensure standardised practices by all members of the multidisciplinary team within the Network.
- 1.3 All guidelines and protocols have been written primarily for use within the East of England Units and take into account best available evidence practice at the time of their creation and review as well as current recommended best practices.

2.0 Introduction

- 2.1 The Children's Diabetes team at Broomfield Hospital works as part of the East of England Paediatric Diabetes Network.
- 2.2 The East of England Paediatric Diabetes Network (The Network) consists of Hospitals within Norfolk, Suffolk, Cambridgeshire and Essex.
- 2.3 The Network supports the best practice tariff for the care of children and young people with Diabetes.

3.0 Equality Impact Assessment

- 3.1 Mid Essex Hospital Services NHS Trust is committed to the provision of a service that is fair, accessible and meets the needs of all individuals.
(Refer to Appendix)

4.0 Scope

- 4.1 All aspects of Diabetes Care and Treatment including hospital care, and transfer within the Network.
- 4.2 To encompass all guidelines issued by the network following their approval by the clinicians group and ratification by the East of England Diabetes Network.

5.0 Staff and Training

- 5.1. All paediatric staff are to ensure that their knowledge and skills are up-to-date.
- 5.3 Staff are made aware at induction of how to access both Mid Essex Guidelines and the those developed by the East of England.

6.0 Infection Control

- 6.1 All staff should follow Mid Essex Hospital Trust guidelines on infection control by ensuring that they effectively 'decontaminate their hands' before and after undertaking any patient contact.

7.0 Audit & Monitoring

- 7.1 Audit standards for each guideline are documented in the body of the guideline and these are measured as per East of England Network standards. As part of Best Practice, we participate in the annual NPDA (National Paediatric Diabetes Audit, hosted by RCPCH) data submission.
- 7.2 Regional Audits will be undertaken by Trust staff on the regional guidelines as per the regional timetable.
- 7.3 Feedback to all staff involved is given on a regular basis and presented to staff.
- 7.4 Key findings and learning points will be disseminated to relevant staff.
- 7.5 Audit of compliance with this guideline will be considered on an annual audit basis in accordance with the Clinical Audit Strategy and Policy and the Maternity annual audit work plan. The Women's and Children's Clinical Audit Group will identify a lead for the audit.

8.0 Guideline Management

- 8.1 As an integral part of the knowledge, skills framework, staff are appraised annually to ensure competency in computer skills and the ability to access the current approved guidelines via the Trust's intranet site.
- 8.2 Guidelines are reviewed regularly and adapted to local use to ensure patient safety. National (British Society of Paediatric Endocrinology & Diabetes) guidelines are referenced. Amended versions are circulated to all Diabetes teams within the network.

9.0 Communication and Implementation

- 9.1 Approved guidelines are sent via email to all, paediatricians and nursing staff.
- 9.2 After approval, a copy of the guideline is published on the MEHT intranet and any staff teaching required will be undertaken.
- 9.3 After these steps have been undertaken it is the responsibility of the individual staff member to update their knowledge of current research and guidelines as part of their continuing professional development.

- 9.4 Approved guidelines are published monthly in the Trust's Newsletter that is sent via email to all staff.

10.0 Risk Events / Error Reporting

- 10.1 All untoward events involving patient safety are reported to the risk management department by way of a risk event report form. This should be completed by the staff member(s) involved.
- 10.2 The findings from investigations relating to incidents involving the care of children with diabetes will be discussed at the Children and Young people Urgent and Emergency Care group

Appendix 1: Preliminary Equality Analysis

This assessment relates to: Adoption of East of England Child Diabetes Guidelines

| A change in a service to patients | | A change to an existing policy | X | A change to the way staff work | |
|--|--|---|----------|--------------------------------|--|
| A new policy | | Something else (please give details) | | | |
| Questions | | Answers | | | |
| 1. What are you proposing to change? | | Full Review | | | |
| 2. Why are you making this change? (What will the change achieve?) | | 3 year review | | | |
| 3. Who benefits from this change and how? | | Patients and clinicians | | | |
| 4. Is anyone likely to suffer any negative impact as a result of this change? If no , please record reasons here and sign and date this assessment. If yes , please complete a full EIA. | | No | | | |
| 5. a) Will you be undertaking any consultation as part of this change? b) If so, with whom? | | Refer to pages 1 and 2 | | | |

Preliminary analysis completed by:

| | | | | | |
|-------------|------------|------------------|--------------------------|-------------|--------------|
| Name | Sharon Lim | Job Title | Consultant Paediatrician | Date | January 2019 |
|-------------|------------|------------------|--------------------------|-------------|--------------|