

RQIA Nursing Agency Policies & Procedures

Appendix

Policy	Version	Review Date
Absence of the registered manager	4	April 2025
Accidents and adverse incidents	4	April 2025
Accounting and financial control procedures	4	April 2025
Assessing, planning, implementing and evaluating nursing care for private patients in their own homes	4	April 2025
Clinical nursing procedures	4	April 2025
Complaints	4	April 2025
Completion of case records	4	April 2025
Confidentiality	4	April 2025
Confirmation with NMC of nurses' registration status	4	April 2025
Consent	4	April 2025
Consultation with private patients and their representatives	4	April 2025
Dealing with alert letters issued by DHSSPS and NMC	4	April 2025
Disclosure of patient information	4	April 2025
General communications arrangements	4	April 2025
Infection prevention and control	4	April 2025
Inspections of the nursing agency	4	April 2025
Insurance arrangements	4	April 2025
International recruitment of agency nurses	4	April 2025
Management and use of medical devices and equipment in the homes of private patients	4	April 2025
Management, control and monitoring of the nursing agency	4	April 2025
Management of medicines in the homes of private patients	4	April 2025
Management of records and information	5	April 2025
Managing service contracts	4	April 2025
Matching skills and expertise of nurses to the requirements of placements	5	April 2025
Monitoring and auditing the quality of services	4	April 2025
Moving and handling	4	April 2025
Obtaining comments from people who use the nursing agency	4	April 2025
Occupational health arrangements	4	April 2025
Operational policy	4	April 2025

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Orientation and induction for newly appointed agency staff and nurses	4	April 2025
Pre-employment health assessment for nurses	4	April 2025
Providing 24-hour support for patients in their own homes and agency nurses	4	April 2025
Protection of vulnerable adults and safeguarding children	4	April 2025
Quality improvement	4	April 2025
Recruitment of staff	5	April 2025
Reporting arrangements to the registered person.	4	April 2025
Reporting, recording and notifying accidents, incidents, infectious diseases and deaths inc. RIDDOR arrangements	4	April 2025
Responding to requests for private nursing care	4	April 2025
Review and revision of policies and procedures	4	April 2025
Review and revision of service user's guide	4	April 2025
Reviews and reassessment of nurses	4	April 2025
Risk assessment and management	4	April 2025
Smoking	4	April 2025
Staff induction	5	April 2025
Staff discipline and grievance	4	April 2025
Staff meetings	4	April 2025
Staff records	4	April 2025
Staff training and development	4	April 2025
Supply and placement of nurses	4	April 2025
Suspected, alleged or confirmed instances of abuse	4	April 2025
Uniforms for agency nurses	4	April 2025
Whistle blowing	4	April 2025