

Review and Revision of Policies and Procedures Policy

Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
4	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

Purpose

Clinical24 Staffing Limited recognises the importance of regularly reviewing and revising policies and procedures to ensure compliance with legislative amendments, regulatory requirements, client procedures, best practices, and changes in the healthcare industry. This policy outlines the purpose, statement, and procedures for conducting systematic reviews and revisions of policies and procedures within the organization.

Statement

Clinical24 Staffing Limited is committed to maintaining up-to-date and effective policies and procedures that promote quality care, compliance, and continuous improvement. This policy establishes the necessary procedures and guidelines to ensure regular review and revision of policies and procedures in response to legislative amendments, the Regulation and Quality Improvement Authority (RQIA) requirements, modifications in client procedures, updates in best practice, Department of Health updates, and other relevant changes.

Procedure and Guidance

Legislative Amendments

- Clinical24 Staffing Limited will monitor legislative amendments related to healthcare, employment, and other relevant laws to identify potential implications for policies and procedures.
- Identified legislative amendments will be reviewed by the designated responsible person and relevant stakeholders to assess the impact on existing policies and procedures.
- If necessary, the designated responsible person will propose revisions to policies and procedures to ensure compliance with new legislative requirements.

RQIA Requirements

- Clinical24 Staffing Limited will regularly review and familiarize itself with the RQIA requirements and recommendations for nursing agencies.
- Identified RQIA requirements and recommendations will be assessed by the designated responsible person and relevant stakeholders to identify gaps or areas for improvement in the existing policies and procedures.
- Revisions will be proposed and implemented to address any identified gaps and ensure compliance with RQIA requirements.

Client Procedures

- Clinical24 Staffing Limited will collaborate closely with clients to understand their specific procedures and requirements for the provision of nursing services.
- Any modifications or updates to client procedures will be assessed by the designated responsible person and relevant stakeholders to determine if revisions to existing policies and procedures are needed.
- Revisions will be proposed and implemented to align Clinical24 Staffing Limited's policies and procedures with client-specific requirements.

Best Practice

- Clinical24 Staffing Limited will actively monitor and stay informed about developments in best practices related to nursing care, risk management, health and safety, and other relevant areas.
- Identified updates in best practice will be reviewed by the designated responsible person and relevant stakeholders to determine if revisions to existing policies and procedures are necessary to maintain high-quality care and safety standards.
- Revisions will be proposed and implemented to incorporate the updated best practices into Clinical24 Staffing Limited's policies and procedures.

Department of Health Updates

- Clinical24 Staffing Limited will stay informed about updates, guidelines, and directives issued by the Department of Health or other relevant regulatory bodies.




- Identified Department of Health updates will be reviewed by the designated responsible person and relevant stakeholders to assess their impact on existing policies and procedures.
- Revisions will be proposed and implemented to align Clinical24 Staffing Limited's policies and procedures with the updated guidelines and directives.

Review and Compliance

This Review and Revision of Policies and Procedures Policy will be reviewed annually to ensure compliance with internal policies, legislative amendments, regulatory requirements, client procedures, updates in best practice, and Department of Health updates. Clinical24 Staffing Limited will maintain records of policy reviews, revisions, and implementation to demonstrate compliance and continuous improvement in policy management.

By implementing this Review and Revision of Policies and Procedures Policy, Clinical24 Staffing Limited ensures the maintenance of up-to-date and effective policies and procedures that align with legislative requirements, best practices, client-specific procedures, and regulatory guidelines, fostering the provision of high-quality care and compliance with regulatory standards.

Next Review

Reviewed by:	Ann Kelly
Title:	Registered Manager
Signed:	
Last Review Date:	01/04/2024
Actions:	Address Updated

Next Review Date: April 2025