

Clinical Procedures Policy and Procedures



1. Objectives

1.1 To ensure that all Temporary Workers are aware of their responsibilities and apply best clinical practice as recommended

1.2 To ensure that Temporary Workers are aware of the scope of their role and their responsibilities when undertaking a delegated clinical activity. Whilst understanding the range of permissible clinical procedures and that these procedures are carried out in line with any Xander Recruitment Group, local, or contractual policies and regulatory requirements.

2. Policy

2.1 Xander Recruitment Group will ensure that Temporary Workers are supported in delivering safe and effective care to the Service User through the adherence to clinical procedures set out in the Royal Marsden Hospital Manual of Clinical Nursing Procedures, ensuring that the most up-to-date edition is used.

Xander Recruitment Group will support temporary Workers by:

- Providing access to the Royal Marsden Hospital Manual of Clinical Nursing Procedures
- Providing access to evidence – based policies and procedures at Xander Recruitment Group to support adherence to clinical procedures
- Providing necessary training/updates in relation to clinical procedures
- Setting out in writing (with clinical practice supported by available best evidence and/or research) any clinical procedures that are being carried out, but which are not included in the Royal Marsden Manual of Clinical Nursing Procedures

2.2 Xander Recruitment Group will ensure that, where care workers are required to undertake delegated nursing activities, the Registered Nurse will:

- Only delegate tasks and duties that are within the Care Worker's scope and competence
- Make sure that everyone they delegate tasks to is adequately supervised and supported
- Confirm that the outcome of any task they have delegated to someone else meets the required standard
- Comply with NMC standards on delegation and work withing the NMC Code

2.3 Xander Recruitment Group will ensure that suitable insurance is in place when staff are required to undertake clinical procedures.

2.4 Xander Recruitment Group Registered Nurses

Where it apples, Xander Recruitment Group will ensure that, when recruiting Registered Nurses, recruitment procedures include verifying the registration status of the Nurse against the NMC Register.



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Xander Recruitment Group recognise that Nurse revalidation is ultimately the responsibility of the individual Nurse but realise that it is an opportunity to support our staff. We understand that by supporting Nurses to revalidate, it will have a positive impact on the people we care for and the quality of the care and support we deliver.

3. Procedure

3.1 Clinical Procedures

- When considering the use or application of any nursing procedures or practices, refer to The Royal Marsden Hospital Manual of Clinical Nursing Procedures for guidance. Where a procedure for the activity which is planned to be carried out exists, follow that procedure, as part of the Service User's agreed Care Plan
- The Royal Marsden Hospital Manual of Clinical Nursing Procedures is available from standard book shops, including Waterstones, and online from Amazon UK as well as directly from the publisher
- Clinical procedures involving medication must only be carried out in line with the suite of medication policies and procedures at Xander Recruitment Group and any locally agreed procedures and policies in line with our clients

3.2 Principles of Delegation

In line with the RCN Guidance on Accountability and Delegation, visiting Registered Nurses must have responsibility and ensure that the following principles are adhered to when delegating to a Care Worker:

- Delegation must always be in the best interest of the Service User and not performed simply to save time or money
- The Care Worker must have been suitably trained to perform the intervention
- Full records of training given, including dates, must be kept
- Evidence of the Care Worker's competence has been assessed must be recorded, preferably against recognised standards
- There must be clear guidelines and protocols in place so that the Care Worker is not required to make a standalone clinical judgement
- Care Workers are accountable for their actions, they must understand their limitations and not work beyond their level of competence
- The role will be within the Care Worker's job description
- The team and any support staff need to be informed that the activity has been delegated
- The person who delegates the activity must ensure that an appropriate level of supervision is available and that the Care Worker has the opportunity for mentorship. The level of supervision and feedback needed depends on the recorded knowledge and competence of the Care Worker, the needs of the Service User, the service setting and the activities assigned
- The Care Worker must have ongoing development to make sure their competency is maintained
- The Whole process must be assessed to identify any risks

3.3 Clinical Governance

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- The underpinning elements of clinical governance are clinical effectiveness, clinical audit, openness, risk management, education and training and research and development
- All care delivered by Xander Recruitment Group must be timely and effective and based on informed consent, acknowledging, wherever possible, the Service User's right to choose. At all times, good communication between the Service User and Xander Recruitment Group or other involved professionals is the fundamental basis of our relationship.
- Xander Recruitment Group will have in place a robust governance framework as outlined in the Good Governance Policy and Procedure at Xander Recruitment Group to ensure that any clinical procedures that are undertaken are carried out in line with best practice
- Xander Recruitment Group will ensure, as part of clinical governance processes, that there is a system in place for reporting and recognising when things go wrong. This process will include root cause analysis and lessons learnt to prevent errors occurring
- All staff will be aware of the Raising Concerns, Freedom to Speak Up and Whistleblowing Policy and Procedure at Xander Recruitment Group and how to raise concerns
- Xander Recruitment Group must ensure that staff performing clinical procedures are aware of the responsibility to comply with the Duty of Candour

Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED



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