1.3   Policy/Guidance Updates
            Presenter: Dr Philip Kloer
                  Item 1.3 New COVID19 Guidance SBAR

                  Appendix 1 New COVID19 Guidance - 7th May 2020 - revised version

PWYLLGOR ANSAWDD, DIOGELWCH A SICRHAU PROFIOD
QUALITY, SAFETY AND EXPERIENCE ASSURANCE COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	07 May 2020
TEITL YR ADRODDIAD: TITLE OF REPORT:	Policy/Guidance Updates - COVID-19 National and Local Approved and Published Guidance
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Dr Philip Kloer, Medical Director and Deputy CEO
SWYDDOG ADRODD: REPORTING OFFICER:	Lisa Davies, Clinical Effectiveness Co-ordinator

Pwrpas yr Adroddiad (dewiswch fel yn addas) Purpose of the Report (select as appropriate)
Ar Gyfer Trafodaeth/For Discussion

ADRODDIAD SCAA SBAR REPORT
Sefyllfa / Situation This report provides an update to Quality Safety and Experience Assurance Committee (QSEAC) on the process in place to support the consideration and approval of national and local guidance developed as part of the COVID-19 response, which is relevant and being followed in Hywel Dda University Health Board (HDdUHB).
Cefndir / Background The Health Board's COVID-19 Tactical Command Group has agreed a process for all national and local COVID-19 guidance to be logged centrally by the Command Centre (via COVIDenquiries.hdd@wales.nhs.uk), and approved and published through an agreed series of steps (flowchart appended). Following approval, all national and local COVID-19 guidance is published on the Health Board's internal COVID-19 Patient Management webpages, under the section Clinical Guidance: http://howis.wales.nhs.uk/sitesplus/862/page/78204 A summary of all newly approved COVID-19 guidance is included in the daily Global email, with a link to the page above. This acts as a landing page, directing onwards to: • Approved local COVID-19 Guidance • Approved national COVID-19 Guidance • Respiratory Guidance • NICE Guidance • National Guidance (Gov.uk) These pages are also used as a repository for the Command Centre to access, in order to support COVID-19 enquiries received centrally.

The Clinical Guidance pages are evolving as the content grows, with the intention to develop sub-pages for specific areas/specialties in order to improve navigation and accessibility, for example separate pages for primary care, women and children, etc.

All COVID-19 guidance is subject to ongoing revision on the basis of identified differences across sites and/or publication of further national guidance relating to the management of COVID-19 patients. Feedback is received via a dedicated COVID-19 Guidance Mailbox (COVID19Guidance.HDD@wales.nhs.uk).

Asesiad / Assessment

The attached document (Appendix 1) lists the COVID-19 National and Local Approved and Published Guidance.

All local and national COVID-19 guidelines are issued with a reference number.

Copies of any of the approved guidelines can be accessed by sending a request, together with the relevant reference number, to COVID19Guidance.HDD@wales.nhs.uk

Argymhelliad / Recommendation

QSEAC is asked to note the local and national COVID-19 guidance, which have been approved and published on the Health Board's COVID-19 Patient Management webpages.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	4.5 Provide assurance that the organisation, at all levels, has the right governance arrangements and strategy in place to ensure that the care planned or provided across the breadth of the organisation's functions, is based on sound evidence, clinically effective and meeting agreed standards.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	NA
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	Governance, Leadership and Accountability
Nodau Gwella Ansawdd: Quality Improvement Goal(s):	All Quality Improvement Goals Apply
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable

Amcanion Llesiant BIP: UHB Well-being Objectives: [Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019](#)	10. Not Applicable

Gwybodaeth Ychwanegol: **Further Information:**	
Ar sail tystiolaeth: Evidence Base:	COVID 19 Guidance
Rhestr Termau: Glossary of Terms:	Contained within the body of the report
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd, Diogelwch a Sicrhau Profiod: Parties / Committees consulted prior to Quality, Safety and Experience Assurance Committee:	Tactical Command Group

Effaith: (rhaid cwblhau) **Impact: (must be completed)**	
Ariannol / Gwerth am Arian: **Financial / Service:**	There are no financial implications associated with this report.
Ansawdd / Gofal Claf: **Quality / Patient Care:**	The Health Board has a statutory responsibility to ensure it follows national guidance and that correct governance procedures are in place to support quality, safety and patient experience.
Gweithlu: **Workforce:**	There are no staffing implications associated with this report.
Risg: **Risk:**	The Health Board has a statutory responsibility to ensure it follows national guidance.
Cyfreithiol: **Legal:**	The Health Board has a statutory responsibility to ensure it follows national guidance.

Enw Da: **Reputational:**	The Health Board has a duty to ensure the decisions made during the pandemic are undertaken in an open and transparent way.
Gyfrinachedd: **Privacy:**	No direct impacts from this report
Cydraddoldeb: **Equality:**	• Has EqIA screening been undertaken? No • Has a full EqIA been undertaken? No

Appendix 1

Update to Quality Safety and Experience Assurance Committee - 07/05/2020

COVID-19 National and Local Approved and Published Guidance up to 30/04/2020

There is a process in place to support the consideration and approval of national and local guidance developed as part of the COVID-19 response, which is relevant and being followed in Hywel Dda University Health Board.

All national and local COVID-19 guidance is logged centrally by the Command Centre, and managed through an agreed process (see flowchart – appendix 2).

Following approval all national and local COVID-19 guidance is published on the Health Board's COVID-19 Patient Management webpages, under the section Clinical Guidance:

http://howis.wales.nhs.uk/sitesplus/862/page/78204

A summary of all newly approved COVID-19 guidance is included in the daily Global email, with a link to the page above.

The Clinical Guidance pages are evolving as the content grows, with an intention to develop sub-pages for specific areas/specialties in order to improve navigation and accessibility, for example separate pages for primary care, women and children etc.

All COVID-19 guidance is subject to ongoing revision on the basis of identified differences across sites and/or publication of further national guidance relating to the management of COVID-19 patients.

New COVID-19 Local/National Guidance

The following **National Guidance** has been approved and published on the Health Board's Patient Management COVID-19 webpages, up to 30/04/2020:

Reference and Name	Link http://howis.wales.nhs.uk/sitesplus/862/page/78308
NatCOV.003 - Welsh Government - Respiratory pathway for COVID-19 management in hospitals	
NatCOV.004 – Death Certification Central Hub	
NatCOV.019 - COncise adVice on Inpatient Diabetes (COVIDDiabetes) FRONT DOOR GUIDANCE	
NatCOV007 - Aerosol-generating procedures in ENT	
NatCOV008 - Initial guidance for head and neck cancer management during Covid-19 Pandemic	
NatCOV009 - Guidance for Surgical Tracheostomy and Tracheostomy Tube Change during the COVID-19 Pandemic	
NatCOV010 - NTSP considerations for tracheostomy in the Covid-19 outbreak	
NatCOV011 - COVID-19 Epistaxis Management	
NatCOV012 - Guidance for undertaking otological procedures during COVID-19 pandemic	

NatCOV013 - COVID-19 - Adult Nasoendoscopy (FNE) and Possible Upper Aerodigestive Tract Fish Bone Investigation
NatCOV014 - Guidance for ENT during the COVID-19 pandemic
NatCOV015 - Nasal endoscopy and laryngoscopy examination of ENT patients
NatCOV016 - ENT UK COVID-19 Adult Tonsillitis & Quinsy Guidelines
NatCOV017 - Guidance PPE for patients with emergency oropharyngeal and nasopharyngeal conditions whose COVID Status is unknown.
NatCOV.022 – Ophthalmology - Guidance for primary and secondary care
NatCOV.023 – Ophthalmology - Enhanced cataract glaucoma gathering data pathway
NatCOV.024 – Ophthalmology - Copy of Optometry advice sent on 30.03.2020
NatCOV.025 – Ophthalmology - Letter regarding the management of eye care services
NatCOV.034 - COVID-19 Wales Critical Care and Trauma Network & Welsh Intensive Care Society Response Update 2
NatCOV.039 – COVID-19 Guidance for Rheumatologists
NatCOV.038 - Coronavirus: guidance for Local Health Boards and Independent Hospitals in Wales exercising Hospital Managers' discharge powers under the Mental Health Act 1983
NatCOV.040 - End of Life COVID-19 Medicines Service to supply Just in Time Emergency Medicine Packs
NatCOV.043 - One Wales Interim Commissioning Decision during the COVID-19 pandemic
NatCOV.035 - Admission and Care of Residents during COVID-19 Incident in a Residential Care Setting in Wales
NatCOV.043 - The Patient Pathway During The COVID-19 Crisis - A Resource Document
NatCOV.045 - COVID-19 - Primary and Community Care Guideline Implementation Plan
NatCOV.044 - Management of patients with urgent orthopaedic conditions and trauma during the coronavirus pandemic
NatCOV.046 - COVID-19 Good Practice for Surgeons and Surgical Teams
NatCOV.018 - Wales Maternity & Neonatal Network COVID-19 Guidance - Maintenance of Essential Neonatal Service through the Covid-19 Pandemic
NatCOV.028 - Guidance for rationalising early pregnancy services in the evolving coronavirus (COVID-19) pandemic
NatCOV.029 - Joint RCOG, BSGE and BGCS guidance for the management of abnormal uterine bleeding in the evolving Coronavirus (COVID-19) pandemic
NatCOV.030 - Joint RCOG / BSGE Statement on gynaecological laparoscopic procedures and COVID-19
NatCOV.031 - Joint RCOG, BSGE and BGCS guidance for the management of abnormal uterine bleeding in the evolving Coronavirus (COVID-19) pandemic
NatCOV.032 - Colposcopy guidance during COVID 19 pandemic
NatCOV.033 - NHS Cervical Screening Programme – Colposcopy Initial Guidance during the coronavirus (Covid-19) pandemic
NatCOV.048 – ENT UK Letter to Public Health Wales - Recognition of all community neck-breathing patients (Laryngectomies and Tracheostomies) as extremely vulnerable, qualifying for shielding and protection from Covid-19
NatCOV.051 – Covid-19: Clinical guidelines for the management of dermatology patients remotely
NatCOV.052 - Covid-19: Clinical Guidance for the Management of Skin Cancer Patients during the Coronavirus Pandemic
NatCOV.053 - Covid-19: Guidance for Managing Patients on Isotretinoin During the Coronavirus Pandemic

NatCOV.054 - Covid-19: Guidance for Managing Urticaria Patients on Omalizumab During the Coronavirus Pandemic	
NatCOV.005 - Welsh Health Circular - Covid-19 Response – Continuation of Immunisation Programmes	
NICE Rapid Guidelines and Evidence Summaries	http://howis.wales.nhs.uk/sitesplus/862/page/78212
NG159 - Critical Care	
NG160 - Kidney dialysis	
NG161 - Systemic anti-cancer treatments	
NG162 - Delivery of Radiotherapy	
NG163 - Managing symptoms (including at the end of life) in the community	
NG164 - Haematopoietic stem cell transplantation	
NG165 - managing suspected or confirmed pneumonia in adults in the community	
NG166 - Severe asthma	
NG167 - Rheumatological autoimmune, inflammatory and metabolic bone disorders	
NG168 - Community-based care of patients with chronic obstructive pulmonary disease (COPD)	
NG170 - Cystic fibrosis	
NG169 - Dermatological conditions treated with drugs affecting the immune response	
NG171 - Acute myocardial injury	
NG172 - Gastrointestinal and liver conditions treated with drugs affecting the immune response	
ES23 - Rapid Evidence Summary: - Acute use of non-steroidal anti-inflammatory drugs, NSAIDs for people with or at risk of COVID19	

The following **Local Guidance** has been approved and published on the Health Board's Patient Management COVID-19 webpages, up to 30/04/2020:

	Link
Reference and Name	http://howis.wales.nhs.uk/sitesplus/862/page/78214
LocCOV.001 - Suspected Covid-19 Assessment Form – v1.1	
LocCOV.002 - Guidelines For Type 1 Respiratory Failure Management For People With COVID – v1.1	
LocCOV.003 - Covid-19 Symptom Control Guidance – CPAP Withdrawal – v1.1	
LocCOV.004 - Intensive Care COVID-19 Escalation Tool – v1.1	
LocCOV.005 - Dream station CPAP machine – how to change pressure settings – v1.1	
LocCOV.008 - Remote Consent for Systemic Anti-Cancer Therapy (SACT)	
LocCOV.011 - Tenecteplase for Thrombolysis of STEMI April 20	
LocCOV.014 - Remote Prescribing in Inpatient Mental Health settings Procedure Pandemic contingency – COVID 19	
LocCOV.007 – COVID-19 Myocarditis - UHW guide	
LocCOV.019 - Management of Controlled Drugs on Wards During COVID19 Pandemic	
LocCOV.009 – ENT Hot Clinic Pathway	
LocCOV.010 - ENT for A+E Covid pathway	
LocCOV.012 - Symptom Management for Patients with Covid-19 infections (Community)	
LocCOV.013 - Symptom Management for Patients with Covid-19 infections (Hospital)	
LocCOV.021 - Standard Operating Procedure for Changes to The Colposcopy Service within Hywel Dda during Coronavirus (COVID-19)	
LocCOV.022 - Standard Operating Procedure Early Pregnancy Assessment during Coronavirus (COVID-19)	

LocCOV.030 - Hywel Dda UHB Medical Device Training Site
LocCOV.023 - Pathway for neck breathers during Covid outbreak
LocCOV.026: Essential services provided by HDUHB Sexual health service during COVID 19
LocCOV.028 - Internal Guidance for Acute Hospital Staff regarding CPR - As at 17th April 2020
LocCOV.017 - COVID-19 Maternity Operational Guidance Glangwili General Hospital
LocCOV.018a - COVID 19 Suspected/Confirmed Maternity Guideline – Glangwili General Hospital: Intrapartum & Caesarean Section Care
LocCOV.018b - COVID 19 Suspected/Confirmed Maternity Guideline – Bronglais General Hospital: Intrapartum & Caesarean Section Care
LocCOV.038 - COVID Death Reporting Protocol Guidance
LocCOV.036 - Guidance for use of SGLT2 inhibitors in primary care during Covid-19 pandemic
LocCOV.024 - Guideline for the Administration of medicines requiring two registrants for patients in isolation during COVID 19 Pandemic

The following Local Guidance has been amended:

Name	Amendment
LocCOV.014 - Remote Prescribing in Inpatient Mental Health settings Procedure Pandemic contingency – COVID 19	Inclusion of Scope and Rationale at start of document V1.2 uploaded
LocCOV.003 - Covid-19 CPAP withdrawal guidance	Change of title as confusion had been identified with LocCOV.012 and LocCOV.013 Contact details updated Dose conversions reviewed
LocCOV.005 - Dream station CPAP machine – how to change pressure settings – v1.1	Removed from webpages due to ongoing debate around access to changing CPAP machine pressure settings.

Appendix 2

![GIG CYMRU NHS WALES — Bwrdd Iechyd Prifysgol Hywel Dda University Health Board]

Process for Approval, Dissemination and Revision of COVID-19 Related Local Guidance and Videos containing _NEW_ COVID-19 procedures

DRAFT Guidance sent to: COVIDenquiries.hdd@wales.nhs.uk

↓

DRAFT Guidance logged on register as _DRAFT_ status

↓

Author requested to complete and submit a cover sheet – detailing:
- Scope of the document
- The Author
- The Owning group/committee
- Executive Lead
- Justification
- Evidence Base
- Compliance with legislation/national guidance
- Target readership and dissemination
- Monitoring
- Review

And provide a summary version of the guidance if required

↓

DRAFT Guidance and cover sheet sent for consideration and approval to:
- Dr Phil Kloer, Executive Medical Director and Director of Clinical Strategy
- Mandy Rayani, Executive Director of Nursing, Quality and Patient Experience
- Alison Shakeshaft, Executive Director of Therapies and Health Sciences

← Re-submit

↓

Decision made to **approve/not approve** within _target_ of 24 hours

↓   ↓

If approved   **If not approved** → Revisions/additional information requested ↑ (Re-submit)

Decision shared with Tactical Group (Silver Command) for acknowledgement ←

↓

Approved guidance is **disseminated**:
- Sent to Command Centre
- Command Centre email team send to Communication Team
- Uploaded to COVID-19 Patient Management webpages
- Link shared via global email
- Register updated with _APPROVED_ status

↓

If APPROVED guidance is **revised**:
- Updated document sent to COVIDenquiries.hdd@wales.nhs.uk
- Revisions logged
- Revised guidance disseminated (as per steps above, noting REVISED status)
- Register updated with _REVISED_ status

Process for Dissemination of COVID-19 Related National Guidance

National Guidance sent to: COVIDenquiries.hdd@wales.nhs.uk

National Guidance logged on register as *DRAFT* status

National Guidance sent to Clinical/Specialty Lead(s) requesting urgent review against impact on local pathways, and response with comments, or agreement, within target of 24 hours

Any **deviation** from National Guidance identified by Clinical/Specialty Lead(s) is logged on register

Any **adaptation** of National Guidance identified by Clinical/Specialty Lead(s) is logged on register and follow approval process for local guidance before dissemination

National guidance is **disseminated**:
- Sent to Command Centre
- Command Centre email team send to Communication Team
- Uploaded to COVID-19 Patient Management webpages
- Link shared via global email
- Register updated with *APPROVED* status
    With request to report any **deviation** or **adaptation**

Any **deviation** or adaptation (once **approved**) reported is logged on the register