

## SELECTION AND PRIORITISATION – Policy and Procedure

### Introduction

Policy Aim: The aim of this policy is to provide a framework for the trustees to work together with the parish nurse(s) and volunteers to ensure that the service is appropriately used. The principle aims are:

- To ensure ease of access for eligible patients
- To avoid overloading the service
- To avoid duplicating services which are available elsewhere.

### Referral Sources

In accordance with our Faithworks policy, the service will be available to all people regardless of their gender, marital status, race, ethnic origin, religion, age, sexual orientation or physical and mental capability.

Referrals to the service may come from a variety of sources:

- The nurse will attend community cafes and other community activities held at member churches and other community locations, and will be available for direct contact at these by those present
- Members of the clergy of the member churches may become aware of people who would benefit from the service
- Local GP practices will be aware of the service and may contact the nurse for specific individuals
- Volunteer administrative staff can take referrals from other sources by telephone or in person.

### Prioritisation

The service will be prioritised to meet the needs of the most appropriate clients

- Where there is a holistic health need (including spiritual health) which cannot easily be met by existing NHS services
- The service is for people living in Croxley Green, in the main this will be permanent residents but may be available for temporary residents short-term
- The service will NOT generally accept a referral if other services including NHS services are more appropriate
- In particular, the service will not provide the following which are available from NHS or Social Care services:
  - Dressings
  - Prescriptions
  - Injections
  - Invasive care
  - Personal care

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**Methods of distribution.**

Copies should be made available to all those working in any capacity on behalf of the charity

**Review dates: May 2018, April 2019, February 2022**