

Livewell Southwest

Ear Care Guidance

(Adopted from the Primary Ear Care Centre
Guidance 2014)

Version No. 3.6

Review: March 2020

Notice to staff using a paper copy of this guidance

The policies and procedures page of LSW Intranet holds the most recent version of this document and staff must ensure that they are using the most recent guidance.

Author: Clinical Nurse Training Manager

Asset Number: 20

Reader Information

Title	Ear Care Guidance. V.3.6
Asset number	20
Rights of access	Public
Type of paper	Guidelines
Category	Clinical
Document purpose /summary	Livewell Southwest has adopted the Rotherham Primary Ear Care guidelines for all staff who undertake ear care. www.earcarecentre.com
Author	Tracey Owen, Clinical Nurse Training Manager
Ratification date and group	1 st March 2017
Publication date	22 nd March 2017
Review date and frequency	Three years after publication, or earlier if there is a change in evidence.
Disposal date	The PRG will retain an e-signed copy for the archive in accordance with the Retention and Disposal Schedule, all copies must be destroyed when replaced by a new version or withdrawn from circulation.
Name & Job title	Tracey Owen, Clinical Nurse Training Manager
Target audience	All LSW employed staff and Practice Nurses within Plymouth
Circulation	Electronic: Plymouth Intranet and LSW website Written: Upon request to the Policy Ratification Secretary on ☎ 01752 435104. Please note if this document is needed in other formats or languages please ask the document author to arrange this.
Consultation process	National Programme
Equality analysis checklist completed	N/A
References/sources of information	www.earcarecentre.com
Associated documentation	N/A
Supersedes document	Ear Care guidelines version 3.4
Author contact details	By post: Local Care Centre Mount Gould Hospital, 200 Mount Gould Road, Plymouth, Devon. PL4 7PY. Tel: 0845 155 8085, Fax: 01752 272522 (LCC Reception).

Document review history

Version no.	Type of change	Date	Originator of change	Description of change
For previous review history please contact the PRG secretary.				
3		Adopted National Guidelines	District Nurse Lead and Freedom of Information Manager	New format for national guidance
3:1	Reviewed	25/09/2009	Lyn O'Neill	Reviewed, no changes made.
3:2	Reviewed	03/11/2011	Author	Reviewed, no changes made.
3.3	Reviewed	25/06/12	Author	Hyperlink removed, PCH name and logo changed,
3.4	Reviewed	13/02/2014	Author	Amended web link No other changes
3.5	Extended	May 2016	Information Governance, Records, Policies & Data Protection Lead.	Formatted to LSW and Extended
3.6	Reviewed	February 2017	Clinical Nurse Training Manager	Reviewed no changes

Ear Care Guidance

The Policy Ratification Group approved the Rotherham Primary Ear Care Centre guidance for use in Livewell Southwest.

The Guidance is available at the Rotherham Primary Ear Care Centre on <http://www.earcarecentre.com/HealthProfessionals/Protocols.aspx?id=8>

All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.

The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.

The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.

Signed: Director of Patient Experience, Safety and Quality

Date: 20th March 2017