

Prevention, Diagnosis and Management of Delirium in Adult Inpatients

1.0 Procedure Statement (Purpose / Objectives of the Procedure)

The purpose of this protocol is to outline the processes for the prevention, diagnosis and management of delirium in adult inpatients in RWT. The aim of the protocol is to:

1. Promote prevention and early diagnosis of patients with delirium,
2. Promote best practice care of patients with delirium, and
3. Promote discharge review and referral to appropriate services for patients with delirium.

The expected outcome is reduction in rates of delirium, improved quality of care for those suffering a delirium, and improved long term outcomes.

In adhering to this Policy, all applicable aspects of the Conflicts of Interest Policy must be considered and addressed. In the case of any inconsistency, the Conflict-of-Interest Policy is to be considered the primary and overriding Policy.

2.0 Accountabilities

Individual directorates and clinical leads have responsibility for this clinical protocol in their individual directorates.

3.0 Procedure/Guidelines Detail / Actions

Background

Delirium is a state of acute confusion. It is very common with a point prevalence ranging between 7% and 25% (1, 2) and incidence of up to 50% (3). It is very distressing for the patient and those looking after them. It increases both morbidity and mortality, it increases length of hospital stay, and it increases the likelihood of entering 24-hour care (4, 5, and 6).

There are several types of delirium: hyperactive, hypoactive and mixed (Appendix 1). Hypoactive delirium has the highest mortality because it is under-recognised, with subsequent delays in treatment.

Delirium often starts suddenly and can fluctuate in its course. It may lead to psychomotor agitation, inattention, disorganised thinking or even increased somnolence. Delirium is more common in those aged over 80, peri-surgery and in people with dementia.

Multidisciplinary intervention is the mainstay of recognition, prevention and management (7).

Identify Risk Factors and Precipitants for Delirium

Patients who experience delirium will often have inherent factors that increase their risk of developing delirium. These are often un-modifiable but need to be recognised.

They will have also often experienced an event that triggers developing the delirium. These are often modifiable and need to be recognised and managed appropriately.

Identifying and acknowledging these risks and precipitants allows for preventative measures to be put in place and higher vigilance to address a developing delirium.

Common Risk Factors for Delirium

- Age over 80,
- Pre-existing cognitive impairment including dementia,
- Pre-existing sensory impairment,
- Previous delirium,
- Pre-existing polypharmacy, and
- Pre-existing multi-morbidity including frailty.

Common Precipitants for Delirium (not exhaustive)

- Acute change in physical wellness
 - Infection (urinary, CNS, bowel, respiratory etc.),
 - Infarction (cardiac, stroke or bowel),
 - Instability (falls; injury including fracture),
 - Iatrogenic (procedures and surgery; or the overdose, withdrawal or initiation of certain medications), and
 - Incontinence (e.g., constipation or retention).
- Acute change in physiological well being
 - Depression,
 - Bereavement, and
 - Psychosis.
- Acute change in social wellness
 - New isolation,
 - New home arrangement (recent move to residential or nursing care),
 - New change in environment (lighting, noise, temperature etc.), and
 - New withdrawal from social drugs (nicotine, alcohol, street drugs etc.).

Delirium is often caused by more than one risk factor and precipitant. A careful history and examination of the patient is required to elucidate the cause(s) and to treat.

Often it is very helpful to obtain collateral history from a relative or carer and this is an opportunity to give information about what is happening.

- IQCODE (8) can be a useful tool in assessing a patient's premorbid function and cognitive function and teasing out delirium from dementia.

Prevention of delirium

Prevention of delirium is often possible, and simple implementations can be crucial in achieving this. In patients who have high risk characteristics or potential

precipitants, the following steps can be taken to reduce the chance of developing a delirium.

- All staff must introduce themselves clearly, stating their roles, what they are doing, and constantly provide reassurances.
- Keep day and night times distinct:
 - Soft overhead lighting at night and
 - Minimal disruption at night.
- Multiple intra- and inter-ward transfers must be kept to absolute minimum and avoided wherever possible.
- Re-orientate patients on the ward with visual and verbal aids.
- Minimise ward disruption and keep routine:
 - Ensure patients who are able are dressed and sat out in mornings,
 - Answer call bells in timely manner,
 - Keep protected mealtimes, and
 - Provide regular drinks for hydration.
- Monitor toileting habits and provide toileting regime if necessary:
 - Treat constipation early and
 - Monitor for urinary retention
- Avoid physical restraint or restriction.
 - Use distraction techniques to combat repetitive or demanding Behaviour.

Detection of Delirium

If delirium does develop, early detection and treatment of the underlying cause can reduce the severity. A high clinical suspicion and alertness are key. ([Appendix 2 – Algorithm for Assessment of Acute Delirium and Confusion](#))

Patients with risk factors and, or potential precipitants should be assessed on admission to hospital.

At risk patients should be assessed daily or even every shift for variations in behaviour.

Patients should be assessed if there is a change in behaviour or a concern raised by family or staff.

Clinicians (medical and nursing) should use a ratified assessment method such as the 4AT (www.the4at.com) to aid diagnosis (Appendix 3).

Clinicians should be particularly vigilant for hypoactive delirium where patient behaviour might not attract attention.

Investigations

Investigations should be based on history and clinical examination but suggested:

- FBC, U+E, bone profile, LFTs and glucose,
- Bladder scan,
- ECG and
- Septic screen with CXR, MSU and blood cultures.

Other investigations to be considered in appropriate setting include:

- CT Head, EEG, lumbar puncture and TFTs.

Treatment and Management of Delirium

The primary aim of management of acute delirium is to identify and address any underlying cause or precipitant. In doing this, the majority of deliriums will resolve.

Patients will require support during this time to prevent relapse and hasten recovery. Relatives may find it equally difficult and should be fully informed. Providing them with a delirium leaflet may help (Appendix 4).

Sedation must be only reserved for high-risk cases once all non-pharmacological options have been exhausted/deemed inappropriate.

Provide reassurance as to what is happening to the patient and why they are in hospital.

In cases of severe/acute agitation

Use non-confrontational techniques

- Distraction and de-escalation techniques with gentle reassurance often work best.
- Aim for minimal physical intervention or contact.
- Allow relatives and carers to be present to be reassuring and calming to the patient.
- Avoid unnecessary iatrogenic intervention.
- One to one staffing levels with a patient who is very distressed from their delirium may be necessary. This is preferable to physical restraint or to sedation (this must be a specially trained member of staff).
- There must be continuity in terms of staff members to provide the patient with less variation.
- Staff members should be acceptable to the patient.
- Staff must try to understand the patient and their personality and pre-morbid life (i.e., previous job, attitudes) to help them to relate to the patient and aid in engagement.

Assess regularly for pain

- Ask about pain and use repeatable assessment tools (Visual Analogue Scale or the Abbey Pain Scale in those patients in whom verbal communication is not possible).
- Provide appropriate analgesia using WHO analgesic ladder.
- Ensure any side effects of analgesia (such as constipation) are monitored and pre-emptively managed.

Review Medications

- Regular (daily) review of medications to ensure that all are appropriate.
- Ensure essential medications are prescribed in a form/preparation which can

be taken by the patient.

- Reduce or stop likely precipitants (benzodiazepines, opioids, antipsychotics, and drugs with anticholinergic effects) or other unnecessary medications.
- Involve local ward pharmacist or Older Adult Medicine team if specialist advice required.

Ensure patient is well hydrated

- Make sure the patient is drinking appropriate volumes and use fluid charts to record this.
- Use appropriate physical aids (cups appropriate to patient's physical ability) to facilitate this.
- Provide appropriate parenteral hydration if own intake is suboptimal – subcutaneous fluids often most appropriate.

Ensure patient is receiving adequate nutrition

- Make sure the patient is eating appropriate amounts and use diet charts to record this.
- Ensure food is acceptable to the patient.
- Consider appropriate parenteral feeding in appropriate circumstances.

Ensure adequate excretion

- Monitor bowel health and address constipation or diarrhoea in a timely manner.
- Ensure toileting methods are acceptable to the patient and use the method most familiar to the patient even if this is more labour intensive.
- Monitor voiding habits and ensure retention does not go unnoticed with regular bladder scans in those at risk: constipation, neurological diagnosis, poor mobility, previous uro-gynaecological surgery, BPH.
- Avoid catheters for unnecessary reasons.

Ensure adequate sleep and rest

- Provide settled nighttime routine to aid sleep at night rather than day.
- Delirious patients will often have night day reversal so will require gentle encouragement back to a normal routine.
- Provide a settled environment wherever possible.
- Use gently lit rooms at night with well-marked toileting facilities.
- Ensure disruption to night routine is minimal with minimal observations and tests wherever possible.
- Avoid using sleeping medications and tablets – including benzodiazepines and “Z” drugs.
- Use melatonin only under specialist (Older Adult Medicine/Psychiatry) guidance.

Maximise sensory input

- Assess for any undiagnosed sensory impairment.
- Ensure patients with visual impairment have correct glasses and visual aids

available and that they are in working order.

- Ensure patients with hearing impairment have correct hearing aids available and are in working order.

Promote cognition and orientation

- Provide verbal and visual reassurance and orientation.

Use least amount of iatrogenic intervention as possible

- Ensure drips and cannulas are removed as early as possible.
- Avoid invasive monitoring and continuous monitoring unless absolutely necessary.
- Minimise invasive tests (bloods etc.) unless absolutely necessary.
- Ensure catheters are only placed for appropriate reasons and are removed as early as possible.

PHARMACOLOGICAL MANAGEMENT OF DELIRIUM

Sedative medications can make delirium worse in terms of severity and length so must therefore be used as a last resort.

Reasons for using sedative medication must be **written clearly in the medical notes**. Appropriate reasons for using sedation in patients with delirium include the following.

- A patient who is very agitated or distressed and is thus at risk of harm to themselves or others – where non-pharmacological attempts have failed.
- A patient who is very agitated or distressed and is thus at risk of harm to themselves or others – where the clinician deems that non-pharmacological attempts will not resolve the issue in a timely manner or are otherwise deemed unsuitable.
- A patient who is withdrawing from alcohol or drugs, including benzodiazepines.
- To aid investigation or treatment of a patient – short acting medication must be used. Consider if conscious sedation with anaesthetic support more appropriate

If sedative medication is required, haloperidol or lorazepam are the most commonly prescribed drugs. Haloperidol is first line and is recommended in the NICE Guidance (3), but the treatment of delirium is an unlicensed indication.

It is noted that lorazepam and other benzodiazepines are not part of the NICE guidance, but local expert opinion is that these retain a clinical role.

For patients with Delirium Tremens and Alcohol Withdrawal please refer to Management of Agitated/Delirious Alcohol Patients.

For ITU Patients please refer to the ICCU Delirium Guideline.

Haloperidol

DO NOT USE IN PARKINSON'S DISEASE, PARKINSONISM OR DEMENTIA WITH LEWY BODIES.

Dose:

- 0.5mg orally;
- 1mg intramuscularly.

The dose can be repeated every two to four hours if necessary.

A maximum of 5mg (PO or IM) can be given in 24 hours but may need to be exceeded depending on severity of distress or presence of psychotic symptoms, weight and sex.

Side Effects: QT Prolongation (avoid concomitant administration with drugs which prolong QT interval); extra-pyramidal side effects more likely with doses > 3mg in 24 hours.

NOTE: Well absorbed from IM sites but elimination half-life is approximately 20 hours (4).

Lorazepam

TO BE USED IN CASES OF SEVERE AGITATION WHERE HALLUCINATIONS OR DELUSIONS ARE NOT PREVALENT.

MAY ALSO BE USED IN PARKINSON'S DISEASE, PARKINSONISM OR DEMENTIA WITH LEWY BODIES.

Dose:

- 0.5-1mg orally;
- 0.5-1mg can be given intramuscularly.

The dose can be repeated every two to four hours if necessary.

A maximum of 3mg can be given in 24 hours by either route.

Caution if any of these is present give a maximum of 2mg in 24 hours by either route:

- Frail,
- Older age,
- Low BMI patients:

○

Side Effects: high risk for respiratory depression and may require airway support.

NOTE: absorption from GI tract takes 2 hours and elimination half-life is 12 hours. (5).

Administration Guidance

The oral route is preferred and must be used over other routes as it is the least invasive and restrictive.

Watch and monitor for signs of over-sedation. The lowest dose for the shortest amount of time must be prescribed. Titrate dose to patient response and review daily.

Older, frail or low BMI patients require smaller doses for the same clinical effect.

Other drugs

The atypical antipsychotics can also be used but are not first line and must only be given with specialist (Older Adult Medicine or Psychiatry) supervision due to their added risks.

They are only available in oral preparations:

- Olanzapine (Second line as per NICE Guidance (3)) 2.5mg to 5mg daily,
- Risperidone 0.25mg to 0.5mg twice daily, or
- Quetiapine 12.5mg to 25mg twice daily.

Discharge planning

As delirium can be a very distressing experience for the patient, sometimes with frightening memories and flashbacks, it may be helpful to talk about this with the patient to allow them to understand what has happened and why. This may help in their recovery.

Occasionally delirium does not settle, and underlying memory problems may become apparent. Ensure it is explained to the family or carers that this does not necessarily mean a diagnosis of dementia and that it will require follow up. Provide the delirium leaflet (Appendix 4) to help explain diagnosis.

If, at discharge the delirium is on-going, this must be clearly recorded on the discharge summary to the GP. Classification of delirium, risks, precipitants, length and treatment received must be recorded.

Advice on future management may be appropriate.

Refer for further assessment in the community once the delirium has had time to settle. This may be the GP, a specialist memory clinic (via mental health services) or local cognition clinic (only via referral to Older Adult Medicine prior to discharge).

4.0 Equipment Required

Nil.

5.0 Training

Training to junior medical staff will be provided by the Older Adult Medicine directorate via existing training programs (FY1, FY2, CMT etc.). Training to nursing and allied health professional staff will be through usual channels with support from Older Adult Medicine Delirium Protocol August 2020 Page 11 directorate. The protocol will be available on the intranet and publicized via Staff Communication

email.

6.0 Financial Risk Assessment

1	Does the implementation of this document require any additional Capital resources	Yes— No
2	Does the implementation of this document require additional revenue resources	Yes— No
3	Does the implementation of this document require additional manpower	Yes— No
4	Does the implementation of this document release any manpower costs through a change in practice	Yes— No
5	Are there additional staff training costs associated with implementing this document which cannot be delivered through current training programs or allocated training times for staff.	Yes— No
	Other comments	

7.0 Equality Impact Assessment

An initial equality analysis has been carried out and it indicates that there is no likely adverse impact in relation to Personal Protected Characteristics as defined by the Equality Act 2010.

8.0 Maintenance

This document will be kept up to date by the Consultant Geriatrician.

9.0 Communication and Training

This protocol will be communicated and circulated via the individual clinical directorates. It will be available on the Trust intranet.

10.0 References - Legal, professional or national guidelines

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4. NICE CG 103; Delirium; prevention, diagnosis and management, July 2010, reviewed 2015

5. RCP Guideline Number 6: The Prevention, Diagnosis and Management of delirium in Older People, National Guidelines, June 2006 (<http://www.bgs.org.uk/clinicalguides/resources/catclinguidelines/clinguidedeliriutr eat ment> accessed 04 January 2017)
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9. Summary of Product Characteristics: Haloperidol <http://www.medicines.org.uk/emc/medicine/23005> accessed 04 January 2017
10. Summary of Product Characteristics: Lorazepam <http://www.medicines.org.uk/emc/medicine/26011/SPC/Lorazepam+1mg+Tablets/> accessed 04 January 2017

11.0 Appendices

Appendix 1 – Definitions

Delirium: (sometimes called 'acute confusional state') is a common clinical syndrome characterised by disturbed consciousness, cognitive function or perception, which has an acute onset and fluctuating course. It is often a sign that someone is physically unwell. (2)

Hyperactive delirium: a subtype of delirium characterised by heightened arousal; the patient may be restless, agitated or aggressive. (2)

Hypoactive delirium: a subtype of delirium in which people become withdrawn, quiet and sleepy. (2)

Prolonged delirium: Delirium persisting at the time of discharge. It may continue for weeks to months and may reveal other cognitive issues.

[Appendix 2 –Algorithm for Assessment of Acute Delirium and Confusion \(Adult Medical Guidelines\)](#)

Appendix 3 - The 4AT



(label)

Patient name:

Date of birth:

Patient number:

Date:

Time:

Tester:

Assessment test for delirium & cognitive impairment

CIRCLE

[1] ALERTNESS

This includes patients who may be markedly drowsy (eg. difficult to rouse and/or obviously sleepy during assessment) or agitated/hyperactive. Observe the patient. If asleep, attempt to wake with speech or gentle touch on shoulder. Ask the patient to state their name and address to assist rating.

Normal (fully alert, but not agitated, throughout assessment)	0
Mild sleepiness for <10 seconds after waking, then normal	0
Clearly abnormal	4

[2] AMT4

Age, date of birth, place (name of the hospital or building), current year.

No mistakes	0
1 mistake	1
2 or more mistakes/untestable	2

[3] ATTENTION

Ask the patient: "Please tell me the months of the year in backwards order, starting at December." To assist initial understanding one prompt of "what is the month before December?" is permitted.

Months of the year backwards	Achieves 7 months or more correctly	0
	Starts but scores <7 months / refuses to start	1
	Untestable (cannot start because unwell, drowsy, inattentive)	2

[4] ACUTE CHANGE OR FLUCTUATING COURSE

Evidence of significant change or fluctuation in: alertness, cognition, other mental function (eg. paranoia, hallucinations) arising over the last 2 weeks and still evident in last 24hrs

No	0
Yes	4

4 or above: possible delirium +/- cognitive impairment
1-3: possible cognitive impairment
0: delirium or severe cognitive impairment unlikely (but delirium still possible if [4] information incomplete)

4AT SCORE

GUIDANCE NOTES

Version 1.2. Information and download: www.the4AT.com

The 4AT is a screening instrument designed for rapid initial assessment of delirium and cognitive impairment. A score of 4 or more suggests delirium but is not diagnostic: more detailed assessment of mental status may be required to reach a diagnosis. A score of 1-3 suggests cognitive impairment and more detailed cognitive testing and informant history-taking are required. A score of 0 does not definitively exclude delirium or cognitive impairment: more detailed testing may be required depending on the clinical context. Items 1-3 are rated solely on observation of the patient at the time of assessment. Item 4 requires information from one or more source(s), eg. your own knowledge of the patient, other staff who know the patient (eg. ward nurses), GP letter, case notes, carers. The tester should take account of communication difficulties (hearing impairment, dysphasia, lack of common language) when carrying out the test and interpreting the score.

Alertness: Altered level of alertness is very likely to be delirium in general hospital settings. If the patient shows significant altered alertness during the bedside assessment, score 4 for this item. **AMT4 (Abbreviated Mental Test - 4):** This score can be extracted from items in the AMT10 if the latter is done immediately before. **Acute Change or Fluctuating Course:** Fluctuation can occur without delirium in some cases of dementia, but marked fluctuation usually indicates delirium. To help elicit any hallucinations and/or paranoid thoughts ask the patient questions such as, "Are you concerned about anything going on here?"; "Do you feel frightened by anything or anyone?"; "Have you been seeing or hearing anything unusual?"

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Document Control

Procedure/ Guidelines number and version	Prevention, Diagnosis and Management of Delirium in Adult Inpatients	Status: Final		Author: Dr Mark Whitsey Dr Elizabeth King Director Sponsor: Chief Medical Officer
Version / Amend ment History	Version	Date	Author	Reason
	1.0	May 2017	Dr Mark Whitsey Dr Elizabeth King	Introduction of Protocol
	1.1	Aug 2020	Dr Mark Whitsey Dr Elizabeth King	Extension to policy approved.
	1.2	Aug 2020	Dr Mark Whitsey Dr Elizabeth King	Extension to policy approved.
	1.3	Feb 21	Dr Mark Whitsey Dr Elizabeth King	Extension to policy approved.
	2.0	Jan 22	Dr Mark Whitsey Dr Sureena Janagal	Policy review and re- submission
Intended Recipients: All staff looking after Older People in the Trust				
Consultation Group / Role Titles and Date: Older Adult Medicine and Rehabilitation Governance Group				
Name and date of group where reviewed		Older Adult Medicine and Rehabilitation Governance Group – December 2021 Trust Policy Group – February 2022		
Name and date of final approval committee (if trust-wide document)/ Directorate or other locally approved committee (if local document)		Trust Management Committee – February 2022		
Date of Procedure/Guidelines issue		Version 2.0 – March 2022		
Review Date and Frequency (standard review frequency is 3 yearly unless otherwise indicated – see section 3.8.1 of Attachment 1)		February 2025		

<p>Training and Dissemination: Directorates to present at governance. Available on Trust intranet in conjunction with delirium leaflet and delirium guideline for staff</p>	
<p>Publishing Requirements: Can this document be published on the Trust's public page:</p> <p>Yes /No</p> <p>If yes you must ensure that you have read and have fully considered it meets the requirements outlined in sections 1.9, 3.7 and 3.9 of OP01, Governance of Trust-wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines, as well as considering any redactions that will be required prior to publication.</p>	
<p>To be read in conjunction with:</p> <p>1) Restraint Policy 2) Falls Policy 3) Delirium leaflet 4) Delirium guideline 5) Enhanced Care Assessment Tool 6) Mental capacity act and assessment</p>	
<p>Initial Equality Impact Assessment: Completed Yes Full Equality Impact assessment (as required): Completed Yes</p> <p>If you require this document in an alternative format e.g., larger print please contact Policy Administrator 85887 for Trust- wide documents or your line manager or Divisional Management office for Local documents.</p>	
<p>Contact for Review</p>	<p>Dr Mark Whitsey Dr Sureena Janagal</p>
<p>Document summary/key issues covered.</p> <p>Delirium (also known as 'Acute Confusional State') is common (1, 2), often predictable and a largely preventable condition that affects a large number of inpatients. Up to 50% of patients in hospital can experience delirium at some point (3) and it is often the most older or frail. It is frightening for the patient, increases morbidity and mortality amongst those affected and increases demand on the Trust as it increases bed-days and resources used.</p> <p>Early assessment to look for, and recognition of, features that predispose a patient to delirium can allow appropriate management of subsequent risk factors to reduce the chances of a delirium developing.</p> <p>If delirium has occurred, the early detection can reduce severity, length and subsequent sequelae. The use of verified assessment tools such as Cognitive Assessment Method (CAM) and 4AT can aid this.</p> <p>Management of delirium is often multifaceted and involves all members of the MDT. Simple measures and reassurance are often all that is necessary but usually time is the most important factor. Patients need to be supported through this event, ensuring that hydration, analgesia, continence and comfort are maintained as well as reducing exposure to further exacerbating factors.</p> <p>Sedation is rarely required.</p> <p>Delirium may resolve slowly and still be present on discharge. This needs to be communicated to the patient, family and GP to allow ongoing assessment in community and potential referral to more specialist services.</p>	

Prevention is better than cure.	
Key words for intranet searching purposes	Prevention, Diagnosis and Management of Delirium in Adult Inpatients

(Part B) Ratification Assurance Statement

Name of document: Prevention, Diagnosis and Management of Delirium in Adult Inpatients

Name of author: Dr Mark Whitsey and Dr Sureena Janagal

Job Title: Consultant Geriatrician

I, _____ the above-named author confirm that:

- The Strategy/Policy/Procedure/Guidelines (please delete) presented for ratification meet all legislative, best practice and other guidance issued and known to me at the time of development of the said document.
- I am not aware of any omissions to the said document, and I will bring to the attention of the Executive Director any information which may affect the validity of the document presented as soon as this becomes known.
- The document meets the requirements as outlined in the document entitled Governance of Trust-wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines (OP01).
- The document meets the requirements of the NHSLA Risk Management Standards to achieve as a minimum level 2 compliance, where applicable.
- I have undertaken appropriate and thorough consultation on this document, and I have detailed the names of those individuals who responded as part of the consultation within the document. I have also fed back to responders to the consultation on the changes made to the document following consultation.
- I will send the document and signed ratification checklist to the Policy Administrator for publication at my earliest opportunity following ratification.
- I will keep this document under review and ensure that it is reviewed prior to the review date.

Signature of Author:

Date: 7.01.22

Name of Person Ratifying this document (Chief Officer or Nominee):

Job Title:

Signature:

- I, the named Chief Officer (or their nominee) am responsible for the overall good governance and management of this document including its timely review and updates and confirming a new author should the current post-holder/author change.

To the person approving this document:

Please ensure this page has been completed correctly, then print, sign and email this page only to: The Policy Administrator

IMPLEMENTATION PLAN

To be completed when submitted to the appropriate committee for consideration/approval

Procedure/Guidelines number and version	Delirium protocol	
Reviewing Group	Trust Policy Group	Date reviewed:
Implementation lead: Mark Whitsey - Consultant Geriatrician and General Physician mark.whitsey@nhs.net 07787284367		
Implementation Issue to be considered (add additional issues where necessary)	Action Summary	Action lead / s (Timescale for completion)
Strategy; Consider (if appropriate) 1. Development of a pocket guide of strategy aims for staff 2. Include responsibilities of staff in relation to strategy in pocket guide.		
Training; Consider 1. Mandatory training approval process 2. Completion of mandatory training form		
Development of Forms, leaflets etc.; Consider 1. Any forms developed for use and retention within the clinical record MUST be approved by Health Records Group prior to roll out. 2. Type, quantity required, where they will be kept / accessed/stored when completed		
Procedure/Guidelines communication; Consider 1. Key communication messages from the policy / procedure, who to and how?	<ul style="list-style-type: none"> • Protocol to be placed within surgical guidelines • Notification in Care to Share 	In progress In progress
Financial cost implementation Consider Business case development		
Other specific issues / actions as required e.g., Risks of failure to implement, gaps or barriers to implementation		