

Policies, Protocols, Guidelines and Procedures

***ENTER TITLE**

This document may be made available to the public and persons outside of the Trust as part of the Trust's compliance with the Freedom of Information Act 2000.

The most up to date policy will always be available under Policies and Procedures on the PCT's Intranet and copies should be downloaded (only when absolutely necessary) and hard copies date stamped. Therefore hard copies of this document can only be assured to be accurate on the date of issue or date stamp on the document. If you require this document in a different language or format please contact **insert author name & tel No.*



Author: *

Approval Date: **This can only be entered once final approval has been given.*

Issue Date: ** This is only to be used when hard copies are to be used as the cascade method*

Version No: 1

POLICY AUTHORISATION FORM

1	NAME OF POLICY:	* complete all boxes below	
	JOB TITLE OF AUTHOR:	*	
	DIRECTOR:	*	
	NAME OF GROUP: (if applicable)	*	
EQUALITY AND DIVERSITY			
An Equality & Diversity assessment has been completed <i>(Please contact the Equality & Diversity Manager 01452 389496 email:Heather.Ross@glos.nhs.uk)</i>		Date Completed: *	
2	CONSULTATION		
	NAME OF GROUP (S) (complete where relevant)	DATE CONSIDERED	
	Name of Local Committee or Specialist Group?	*	
	Name of Countywide Committee or Specialist Group?	*	
Other relevant Forum/Individual?	*		
3	APPROVED BY BOARD/AUTHORISED GROUP/DIRECTOR		
	NAME i.e. Trust Board	DATE APPROVED	
	*	*	
	TO BE REVIEWED BY: (Author)	DATE TO BE REVIEWED:	
*	*		
4	TO BE COMPLETED BY CO-ORDINATOR		
	DATE PUT ONTO SPREADSHEET:		
	POLICY NUMBER:		
	DATE PLACED ON INTRANET:		
	DATE COMMUNICATED TO STAFF:		

Author: *Insert Author name and title

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POLICY UPDATES/CHANGES (AFTER BOARD/DESIGNATED GROUP APPROVAL)			
Date	Summary of Changes	Author/Editor	Version No.

CONTENTS

(This contents list is a standard list that should be followed but other items may be added as deemed appropriate)

Section	Section Heading	Page Number
1	INTRODUCTION	*
2	STATEMENT OF PROTOCOL	*
3	DEFINITION	*
4	POLICY DETAILS	*
5	CONSULTATION	*
6	TARGET AUDIENCE	*
7	COMMUNICATION OF POLICY	*
8	TRAINING	*
9	COST IMPLICATIONS	*
10	REFERENCES	*
SUPPORTING DOCUMENTS		
Appendix 1	<i>Any procedures, guidelines that support the main document</i>	

Author: **Insert Author name and title*

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****Enter Title*****1.0 INTRODUCTION**

1.1 **Insert text – why this document is needed*

2.0 STATEMENT OF POLICY

2.2 **Insert text - what the policy aims to achieve*

3.0 DEFINITION

3.1 **Insert text – whether it is a policy, protocol, guideline etc and why – see policy protocol for definitions*

4.0 POLICY DETAILS

4.1 **Insert text – actual details of the policy*

5.0 CONSULTATION

**Insert text – who is to be consulted and timescale*

5.1 Local Committee or Specialist Group?

5.2 Countywide Committee or Specialist Group

5.3 Other relevant form/individual?

6.0 TARGET AUDIENCE

6.1 **Insert text – all staff or specific staffing grps i.e. community nurses*

7.0 COMMUNICATION OF THE POLICY

7.1 The policy will be communicated to all staff by email via the 'Communications Cascade' group on the email system.

OR

The Policy will be communicated to specific groups of staff via the email system.

AND (If deemed absolutely necessary)

The Policy will also be communicated to staff in paper format however, hard copies of the policy can only be assured to be accurate on the date of issue marked on the document. The most up to date policy will always be available under Policies and Procedures on the PCT's Intranet.'

See the Policy Protocol for more details.

7.2 The policy will be made available on the Trust Intranet and Website and (*unless after discussion with FOI lead it will not be made public*) it will also be highlighted in Look West and Look West Express.

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8.0 TRAINING

8.1 **Insert text*

Where there is a training element to the policy this should be detailed here along with relevant training details, any contact names and numbers. Any training should be discussed with the Human Resources department.

9.0 COST IMPLICATIONS

9.1 **Insert text*

Any cost implications should be discussed with the Finance Department.

10.0 REFERENCES

**Insert text*

List here any organisations or publications that have been used for research purposes.

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