ADMINISTRATION PROCESS FOR POLICIES/GUILDELINES

Policy created by clinical staff and submitted to appropriate forum / group for ratification which must be clearly documented in the meeting notes.

Enclosed Policy Creation Checklist gives a brief overview of the Health Board's requirements for the content and layout of the document.

Policy Creation Check List :

Policy Creation Checklist.doc

Forum / Group facilitator to ensure document :

- has policy front sheet completed and included;
- has policy checklist completed where necessary and inserted as the last page of the document;
- is formatting in line with Policy Creation Checklist.

Policy Front Sheet:

Policy Front sheet.docx

Policy Checklist:

Policy Checklist.docx

Email completed document to ABM WCH Governance in 'Word' format

Midwifery Forum Lead to ensure ratified documents are included in the Maternity Q&S Exception Report

Q&S Exception Report :

Maternity services Q and S Exception R

Governance Team to:

- save in 'policies' folder in both 'Word' and 'pdf' versions
- send 'pdf' version to WISDOM Team for uploading