

Template for Pan-Dorset (Clinical) Policy Document

Document Title

SUMMARY POINTS

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DOCUMENT DETAILS

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| Author: | |
| Job Title: | |
| Signed: | |
| Directorate: | |
| Target Audience: | |
| Equality Impact Assessment Date: | |
| Document Number: | |

VERSION CONTROL

| Date of Issue | Version No. | Nature of Change | Name of Responsible Person |
|---------------|-------------|------------------|----------------------------|
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APPROVAL RECORD

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| Approving Body / Committee: | |
| Chairperson: | |
| Signed: | |
| Directorate: | |
| Date Approved: | |
| Sponsor: | |
| Recommendation Date: | |

CONSULTATION PROCESS

| Version No. | Review Date | Author | Level of Consultation |
|-------------|-------------|--------|-----------------------|
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TABLE OF CONTENTS

| Section | Description | Page |
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1. Executive Summary

An overview of the policy.

2. Introduction

A brief summary of the background to the procedural document and why there is a need for it.

3. Aims

Sets out the reason why the policy is needed.

4. Purpose

What the policy document seeks to address and how.

5. Definitions

Explanation of key terms, abbreviations, procedure and guideline.

6. Policy Contents

Policy contents, history and changes: what to do, when to do it, how to do it.

7. Procedures

Add the main body of text within the following section by incorporating sub headings as required and continuing the paragraph numbering sequence.

8. Training (if applicable)

The author is responsible for identifying whether a new or revised document necessitates a training requirement.

9. Associated Documents

This section should describe any reference documents which support the content of strategy or policy.

10. Equality Impact Assessment

This section should refer to the equality impact assessment and the assessment should be attached as an Appendix to the 'procedural document'.

11. Stakeholders and Consultation

List of those groups or individuals consulted during the policy's development.

12. Roles and Responsibilities

The roles and responsibilities of staff required to carry out the policy.

13. Monitoring, Compliance and Review

Specifies how the policy will be monitored and reviewed.

14. Dissemination and Implementation

Arrangements for ensuring that the policy is published, disseminated and implement policy to appropriate staff.

15. Approval and Ratification

How the policy will be approved and ratified.

EQUALITY IMPACT ASSESSMENT

| | | | |
|--|--|--------|-----------|
| 1. Title of document/service for assessment | | | |
| 2. Date of assessment | | Yes/No | Rationale |
| 6. Does the document/service affect one group less or more favourably than another on the basis of: N.B. The 'Rationale' box must be completed whether the answer is Yes or No. | | | |
| 3. Approval Committee | | | |
| • Race | | | |
| • Gender (including transgender) | | | |
| • Religion or belief | | | |
| • Sexual orientation, to include heterosexual, lesbian, gay and bisexual people | | | |
| • Age | | | |
| • Disability – learning disabilities, physical disabilities, sensory impairment and mental health issues | | | |
| • Marriage and Civil Partnership | | | |
| • Pregnancy and Maternity | | | |
| 7. Does this document affect an individual's human rights? | | | |
| 8. If you have identified potential discrimination, are the exceptions valid, legal and/or justified? | | | |

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| 9. If the answers to any of the above questions is 'yes' then: | Tick | Rationale |
| Demonstrate that such a disadvantage or advantage can be justified or is valid | | |
| Adjust the policy to remove disadvantage identified or better promote equality | | |

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| If neither of the above possible, submit to Diversity Committee for review. | | |