APD DEVELOPMENT AND MANAGEMENT PROCESS

AUTHOR RESPONSIBILITY

Once sponsorship has been obtained, read CORP/COMM 1 – APDs Development and Management Policy for details on how to produce and implement a procedural document.

Use the APD template, found on the Intranet Policies page, to create a draft document.

Complete an Equality Impact Assessment Part 1 Initial Screening form and include this as the final appendix within the policy (see CORP/EMP 27 for more details).

- Circulate the draft to relevant stakeholders for comments, input etc., giving a deadline for replies.
- Incorporate appropriate changes received to create a final draft of the policy.
- Complete and sign the APD Checklist and send it with the final draft of the procedural document to the relevant approval group administrator requesting that it be put forward for approval.
- You will be asked to attend the meeting to present the document to the group.
- Note: A policy cannot be published without the completed APD Checklist.
- Once approved, send an electronic copy of the final approved procedural document to the APD Process Coordinator for publishing on the Internet/Intranet.
- They will allocate a Reference number if the document is new.

Following approval and publication organise:

- · launch and implementation of the APD;
- · Training, if required;
- Monitoring and compliance with the APD.

Future review – can be up to 3 years but must be updated immediately if any major changes are introduced/implemented.

APPROVAL GROUP RESPONSIBILITY *

The procedural document will be discussed at the meeting. If approved, the chairperson will sign the APD Checklist as confirmation of approval.

Approval of the procedural document **must** be noted in the minutes of the meeting, as evidence of approval.

The signed APD Checklist to be forwarded to the APD Process Coordinator, by the approval group administrator, as evidence of approval.

If the author is not present at the meeting they must be notified that the document has been approved or not and what changes are required, if any.

APD PROCESS COORDINATOR RESPONSIBILITY *

On receipt of the electronic copy of the APD from the author and the signed APD Checklist from the approval group, the document will be published on the Trust's Policy Internet/Intranet and the previous version archived.

Communicate updates of new and revised policies throughout the Trust: Staff Brief, DBTH buzz and various bulletins, on the Intranet and to Clinical Governance Leads and the policy file holders.

Review Reminder: write to the author six months prior to the review of an existing policy, to remind them of the review date. A final reminder is sent two months prior to the review date.

Should the review date expire, the policy will be added to the Policy Review Compliance Report for action by the appropriate approval group.

* CARE GROUP PROCESS FOR LOCAL PROCEDURAL DOCUMENTS - The same principles above should also be followed for 'local' procedural documents by Care Groups. However, these will be approved at the relevant Care Group Clinical Governance meetings and an administrator should be nominated to carry out the duties of the APD Process Coordinator at 'local' level.