**Template for procedural document (non-clinical policy/guidance)**

This is designed as a guide to the construction of such a document. The headings are examples and are not exhaustive.

Please note, the quick reference guide is not optional

1. **Quick reference guide**

This should summarise the key points or actions required

**For example:**

<https://viewer.microguide.global/guide/1000000309#content,18bfb59d-4f5f-449e-bba6-5a19a68014e6>

The link refers the reader to a completed policy example to assist completion

1. **Introduction**

Version details (should follow the introduction)

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| --- | --- | --- | --- |
| **Version No.** | **Updated by** | **Updated on** | **Description of changes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Purpose**
2. **Scope**
3. **Duties and responsibilities**
4. **Definitions**
5. **Process**
6. **Monitoring compliance with and the effectiveness of this policy**
7. **References**
8. **Equality Impact Assessment for Policies**

Salisbury NHS Foundation Trust aims to design and implement services and policies that meet the diverse needs of its services, population and workforce, ensuring that none are placed at a disadvantage over others

*This document has been assessed against the Trust’s Equality Impact Assessment Tool. This document has been assessed as not relevant to the duty.*

Or

*This document has been assessed against the Trust’s Equality Impact Assessment Tool which was presented to the ratifying committee.*

1. Appendices

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| --- | --- |
| **Post Holder /Author Responsible for Policy:** |  |
| **Date Written:** |  |
| **Approved By:** |  |
| **Ratified by:** |  |
| **Next Due for Review:** |  |