Clinical Procedural Document Template Form

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

For example:

<https://viewer.microguide.global/guide/1000000295#content,0246bdf4-1d44-48b6-a1e7-4d4cbaa6d8ed>

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

2. Indications

**2.1 Background**

**2.2 Aim/purpose**

**2.3 Patient/client group**

**2.4 Exceptions/ contraindications** (Consider Pregnant Women, Children and Vulnerable Adults)

**2.5 Options**

**2.6 Definitions**

**3. Clinical Management**

**3.1 Staff & equipment**

**3.2 Method/procedure**

**3.3 Potential complications / Risk Management**

**3.4 After care**

**4. Patient Information**

**5. Audit**

**5.1 Audit Indicators**

**5.2 Audit design**

**5.3 User Involvement**

**6. Evidence Base**

**6.1 Sources of information**

**7. Appendices**

**8. Version information**

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| --- | --- | --- | --- |
| **Version No.** | **Updated By** | **Updated On** | **Description of Changes** |
| 1.0 | Post holder’s title | dd/mm/yyyy | New Policy |
|  |  |  |  |

Author Name and Date