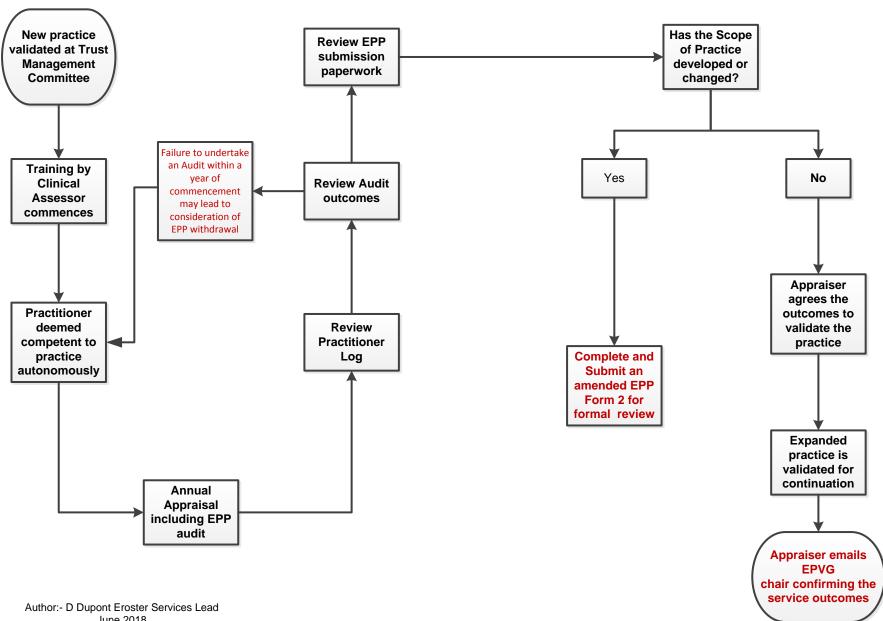
## **EXPANDED PRACTICE PROTOCOL PROCESS:- FORM 1** NHS Foundation Trust Approved Approved Is this a new FORM 1 PGD procedure (Initial intention) Yes Yes required for the **Submitted to Chair** Trust? Submit to new Submit to IAM **Procedures** Group Group Form 1 reviewed by Declined No Declined No **EPVG** with Author Letter sent to Closure author confirming Form 1 **REJECTION**, the No Yes Approved rationale & next steps advice Subject to Amendments Closure **EPVG Clinical Submit Form 2** Supervisor Refer to Amendments within 2 Yes identified to Form 2 completed months of work with author process approval as needed Author:- D Dupont Eroster Services Lead June 2018

## **EXPANDED PRACTICE PROTOCOL PROCESS:- FORM 2** NHS Foundation Trust Refer to Form 1 Refer to Form 1 **PRIOR TO PGD** New process process Yes FORM2 Yes **Procedure** Approval Seek advice from Seek advice from needed and **SUBMISSION** for the **STOP STOP EPVG Clinical EPVG Clinical** approved? Trust? ← CHECK→ Supervisor Supervisor **EPVG Clinical** Supervisor identified to Audit proposal work with submitted on No author as **OSCA** needed Form 2 completed by **Audit Form** author MUST be Amend Audit Yes Within 2 submitted for No From 2 months of consideration Form 1 approval Competency Audit **Document** proposal No completed accepted **Follow Next Steps for** Form 2 & **Annual Validation** Competency **Form** submitted to Yes **EPVG Chair** one week Letter from chair ahead of Subject to confirming meeting Amendments practice has been approved **Author attends** Letter sent by Chair to author meeting to **Discuss with DSN/Senior** confirming discuss Form 2 Manager **REJECTION**, the submission rationale & next steps advice Chair submits **EPP to Trust** Form 2 Management Yes No **Approved** Committee for Author:- D Dupont Eroster Services Lead Ratiification June 2018

## **EXPANDED PRACTICE PROTOCOL PROCESS:- ANNUAL VALIDATION**





June 2018