

Key Documents approval flowchart - relates to trustwide key documents

(Local key documents (that do not affect staff trustwide) will follow directorate/ divisional management lines for approval)

												Approval by Trust Board	Approval by Trust Board
Summary Report on Key Documents	Clinical Governance Group											↑	↑
Final pre-publication quality checks	Clinical Governance Department for final pre-publication quality checks												
Final ratification for clinical key documents	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	For specialty specific key documents follow specialty/ directorate/ divisional governance approval route.	↑
Approval Group/ Committee	JNCC (then People & Culture Committee for information)	Medical Management Committee (then People & Culture Committee for information)	Information Governance Group	Clinical Governance Group	Trust Infection Prevention & Control Committee	Health & Safety Committee	Relevant group e.g Resusc Committee, Falls Group, Child/ Adult Safeguarding Group, Blood Transfusion Committee. Where no relevant group, to Clinical Governance Group	Trust Management Executive	Authorising Engineer	Medicines Safety Committee			
Key Document Type	Human Resources (excludes Medical Policies)	Human Resources - Medical Policies only	IM&T, includes data quality, security, Health Records	General Nursing Practices	Infection Prevention & Control (IPC)	Health & Safety	Trustwide clinical policies, guidelines, treatment pathways (except IPC)	General Non-clinical Policies e.g. patient access, emergency planning, patient transfer & discharge . (Excludes technical Estates)	Technical Estates Policies	Medicines	Specialty Specific Key Documents	Finance e.g SFI, SO	Strategies & Schemes