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												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	JNCC (then People & Culture Committee for information)					JNCC (then People & Culture Committee for information)	Clinical Governance Group				Medicines Safety Committee (only if medicines included)		
													
Approval Group/ Committee	Policy Working Group	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	Relevant department/divisional governance meeting	Finance & Perf Cttee	
													
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 Policies)	Technical Estates Policies	Medicines	Specialty Specific Key Documents Specialty specific - to directorate meeting for approval, then divisional meeting for information Directorate specific - to directorate meeting for approval, then divisional meeting for information Divisional specific- to divisional meeting for approval	Finance e.g SFI, SO	