NHS Worcestershire Acute Hospitals NHS Trust

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 and Safety	Trustwide Clinical Policies, Guidelines, SOPs (excluding IPC)	General Non-Clinical Policies i.e. patient access, emergency planning, patient transfer and discharge (excludes technical estates policies)	Technical Estates Policies	Medicines	Speciality clinical : 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	Strategies and Schemes
all: All key documents to be sent to the Key Documents Team for governance checks prior to approval													
⬇	⬇	⬇	⬇	⬇	⬇	⬇	⬇	⬇	⬇	⬇	⬇	⬇	⬇
Approval Group/ Committee	JNCC (Policies must only be submitted to JNCC following review by the Policy Working Group)	Medical Management Committee (then People and Culture Committee for information)	Information Governance Group	Clinical Governance Group	Trust Infection Prevention and Control Committee	Health and Safety Committee. Policies to go to JNCC for interest/ Comment.	Relevant group e.g. Resus Committee, Child/Adult Safeguarding Group, Blood Transfusion If no relevant group, direct to Clinical Governance Group	Trust Management Executive	Authorising Engineer	Medicines Safety Committee	Relevant department/divisional governance meeting	Trust Management Executive	
						Policies that are not a legal requirement such as slips, trips and falls, to have final approval at JNCC and not TME	Medicines Safety Committee (only if medicines are included)						
⬇	⬇		⬇			⬇	⬇	⬇		⬇		⬇	⬇
Final Ratification	People and Culture Committee (information only)		Trust Management Executive			Trust Management Executive (then People and Culture Committee for information)	Clinical Governance Group		Health and Safety Committee		Medicines Safety Committee (only if medicines are included)	Finance and Performance Committee	Trust Board
all: Final approved document, copy of relevant minutes and completed checklist to go to the Key Documents Team for publishing and archiving any previous versions													

Any key document that contains information relating to medicines **must** have approval by the Medicines Safety Committee