

Oxford Radcliffe Hospitals

Board of Directors Meeting: Thursday 3 September 2009

BD2009.74

Subject	Policy on the Development of Policies, Procedures and Guidelines			
Purpose of paper	To provide a clear process for the development, review, amendment and withdrawal of Trust documents, and to establish a corporate style for all documents to be of a consistently high standard			
Board Lead	Mr Andrew McLaughlin, Chief Operating Officer Mrs Elaine Strachan-Hall, Director of Nursing			
Background papers	-			
Action/decision required	To approve the Policy on the Development of Policies, Procedures and Guidelines			
Key purpose	Strategy	Assurance	Policy	<u>Performance</u>
Strategic Goals	SG3: To achieve financial sustainability and long term growth SG4: To be an excellent employer			
Strategic Objective	SO10: To become a strategic, high performing and agile organisation supported by efficient and patient-focused clinical processes, modern systems and business processes			
Links to: Board Assurance Framework/ Trust Key Risks/Annual Health Check element(s)	Links to NHS Litigation Authority standards			
Also considered by	-			
Resource and financial impact	-			
Consideration of legal/equality/diversity/engagement issues	Simplifying and standardising documentary processes will tend to consolidate the Trust's position in litigation.			

Policy on the Development of Policies, Procedures and Guidelines

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Acronyms and abbreviations used	As explained in the text
Authors	Mr Jerry Park, Board Secretary Mr Jim Roy, Safety Risk Manager (Head of Non-Clinical Risk)