



**REMOVE PRIOR TO SUBMISSION**

This template has been developed to assist staff in Leicestershire Partnership Trust NHS Trust (LPT) in the development of Policy Documents.

Before embarking on the development of a document please read the Trust Policy for ‘The Governance of Policies, Guidelines, Procedures and Protocols’.

**[Add name of Guideline here]**

This Guideline sets out [add detail here].

**Key words:** Add key words here

**Version:** Add version number here

**Approved by:** Add committee here

**Ratified By:** Add committee here

**Date this version was ratified:** Add date here

**Date issued for publication:** Add date here

**Review date:** Add date here

**Expiry date:** Add date here

**Type of GUIDELINE and Service if applicable:** Delete as appropriate clinical / non-clinical / clinical and non clinical

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# **1.0 Introduction**

PLEASE NOTE THAT THIS LIST IS DESIGNED TO ACT AS A QUICK REFERENCE GUIDE ONLY AND IS NOT INTENDED TO REPLACE THE NEED TO READ THE FULL DOCUMENT - This may include a background summary and reference any legislation, standards or guidance which may have lead to its development.

# **Purpose and Scope**

The purpose of this document is to describe the Standard Operating Procedures for…’

Describe one or more of the following:

• Who the GUIDELINE applies to (which staff members)

• The sorts of activity the GUIDELINE applies to

# **1.2 Version control and summary of changes**

|  |  |  |
| --- | --- | --- |
| **Version number** | **Date** | **Comments (description change and amendments)** |
|  |  |  |
|  |  |  |
|  |  |  |

For Further Information Contact:

**1.3 Key individuals involved in developing and consulting on the document**

* Add name and designation
* Add name and designation

# **1.4 Governance**

Approving delivery group – Name of group

# **2.0 Equality Statement**

Leicestershire Partnership NHS Trust (LPT) aims to design and implement documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the The Equality Act 2010 (Amendment) Regulations 2023 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

# **3.0 Abbreviations and definitions that apply to this GUIDELINE.**

Insert the meaning of any commonly used abbreviations (e.g., GUIDELINE = Standard Operating Procedure) and definitions.

# **4.0 Purpose and Introduction**

Concise purpose and introduction which allows the reader to know whether it will be relevant to their needs.

• Explain why this document has been developed

• Make reference to any national and regional guidance

# **5.0 Duties and responsibilities**

Summarise the duties and responsibilities of key staff involved in conforming to the GUIDELINE.

# **6.0 Process**

Describe the procedure(s) to be followed. Wherever possible use a numbered list which can be followed step-by-step or consider using a flowchart for more complicated procedures. In some cases, it may be appropriate to have more than one procedure in which case you should create a new section for each procedure. Language should be clear and instructive.

# **7.0 Training Requirements**

Describe:

• Who is required to be trained in the GUIDELINE -

• Who is going to provide the training and frequency of this training -

• Specify if evidence of training in the GUIDELINE should be checked/verified at study initiation -

Insert the following standard text for Trust-wide GUIDELINES:

• When a new GUIDELINE is authorised, or when an existing GUIDELINE is revised staff should take time to read and fully understand the GUIDELINE and relevant documents, ensuring that they are able to implement the GUIDELINE when required. If clarification is needed, then staff should approach their line manager who will decide if additional training is required and that the training is documented in their training record.

# **8.0 References and Associated Documents**

• Include a list of all documents referred to in the document including those from other Trust’s policies. Do not include electronic links or embedded documents to other policies/guidelines and are in a standard format.

# **9.0 Signatures for relevant staff to sign**

I confirm that I have read and consider myself to be sufficiently trained in the above Standard Operating Procedure with regards to my individual roles and responsibilities

Signature of Trainee ………………………………………… Date ………………………

I confirm training in the above GUIDELINE was delivered as recorded above and that the trainee may be considered sufficiently trained in their roles and responsibilities.

Signature of Trainer ………………………………………… Date ………………………

.

Additional Notes & Signatures

Signature of Trainer (where appropriate)

I confirm training in the above GUIDELINE was delivered as recorded above and that the trainee may be considered sufficiently trained in their roles and responsibilities

Signature of Trainer ………………………………………… Date ……………………….

Appendix - Flowchart(s)

Flow charts show the step by step process for the key aspects of the policy and are a very good visual aid for staff. Consider filling x1 page with a process chart - as it could also be used as a poster or leaflet at meetings – flowcharts are not accessibility friendly so please consider other ways of providing this information.

# **Appendix 1**