TheMKWay
CARE. COMMUNICATE. COLLABORATE. CONTRIBUTE.

NHS
Milton Keynes University Hospital
NHS Foundation Trust

Trust Documentation Approval Process

Trust documentation to be drafted/reviewed/updated

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Library and e-Learning Services to be contacted to check for current evidence and to undertake a literature search. References to be incorporated

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Stakeholder consultation to take place at, for example, CIGs, with Pharmacy, Therapies, other associated areas as applicable and outcomes from meetings minuted

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All comments, amendments to be collated and incorporated as necessary by the author and document consultation history updated

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Where appropriate, approval to be sought from any of the following committees:
Joint Consultative and Negotiation Committee (JCNC),
Nursing & Midwifery Board,
Safeguarding Committee,
Local Negotiating Committee
Health & Safety Committee
Workforce Board
Clinical Audit & Effectiveness Board

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Patient information leaflets to be sent to Patientexperience@mkuh.nhs.uk
For approval through Patient Experience Board

Pharmacy documents to be approved at Medicines Governance & Prescribing Committee

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With the exception of local documentation that affects no other area and patient information, approval of all documents to be sought from Trust Documentation Committee (TDC) where the final approval route will be agreed

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Final approval sought from Management Board and/or Trust Board

Final approval sought from Clinical Quality Board

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Outcome to be fed back by committee administrators to Clinical Governance Leads for document publication

Date: April 2019
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