

Title of Policy / Procedural Document

Version number :	
Consultation Groups	
Approved by (Sponsor Group)	
Ratified by:	
Date ratified:	
Name of originator/author:	
Executive Director lead :	
Implementation Date :	
*Last Review Date	
Next Review date:	

* All procedures must be reviewed every three years. A director may decide to set a shorter review period, if appropriate/required. There may also be a need to review a procedure in advance of a planned review date, i.e. due to changes in national policy or legislation, changes in service provision, recommendation from internal or external review, change in local and national reporting requirement or targets.

Services	Applicable
Trustwide	
Mental Health and LD	
Community Health Services	
Primarycare	

Version Control Summary

Version	Date	Author	Status	Comment

Contents

Paragraph		Page
	Executive summary	
1	Introduction	
2	Purpose	
3	Duties and Responsibilities	
4,5 etc	Section headings	
6	Monitoring	
7	References	
8	Associated Documentation	
Appendices		
Appendix A		
etc		