DOCUMENT DEVELOPMENT FLOWCHART

NHS Shetland

For all Clinical and Non-clinical Documentation

Before starting the review/consultation process, check that the document is in the correct template. If the document is in an older format or you are creating a new document, download the current template from the link below and complete the coversheet:
http://intranet/corporate/Policiesandprocedures.html

Identify Sponsor/ Executive Lead

Does the document have a registration number?

No

Complete a Document Registration Form (available on the above Intranet page)
and send to the Information Governance department

Yes

Record the progress of consultation with the groups/ individuals identified on the coversheet making use of the abbreviations listed at the bottom

Record any changes made to the document in the 'Record of changes' table

Present for Approval

Is the Document a Procedure/Protocol/ Guideline?

To be presented for approval at multi-disciplinary level or by a relevant steering/advisory group

All other documents

Follow the locally agreed process – if in doubt check with the Sponsor/Executive Lead

Is the document a Strategy or Policy?

To be presented to either a Standing Committee of the Board or the Board for approval.
If unsure, check the Scheme of Delegation

A copy of the final, approved document should be sent to the Information Governance Department.
They will arrange for the document to be uploaded to the Intranet/Internet if required

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