**Purpose:**

#

[Add text – this should include the reasons for drafting this policy. A couple of sentences at most is required.]

**Applies to:**

#

[Add text – name all the parties to whom this policy applies e.g. staff, patients, doctors, nurses, and administrative staff.]

**Definitions:**

**# -**

[Add text – include any definitions or abbreviations that may not be understood by parties reading this policy.]

**Policy Statement:**

#

[Add text –

What is the policy about?

What issues does the policy address?

What is the practice position on this policy?

What standards apply to this policy?

What are the parameters of the policy?

What are the steps for breach of the policy?

Who is the contact person/manager for the policy?

How do we contact this person?]

(\*Appendices)

**Associated (Name of) Practice Documents:**

#

[Add text.]

**References:**

#

[Add text – include references to any sourced material and applicable legislation eg links to web pages.]

|  |  |
| --- | --- |
| Written By # (title) | Authorised By # (Title) |
| Date Policy Authorised  # # 202# | Review Date  # # 202# |

**\*Appendices:**

[Add text – this can include any sub-policies applicable to a smaller group, e.g. an over-riding privacy policy may have a sub-policy or procedures applicable to clinical staff.]