# Appendix B: Checklist for the Review and Approval of Procedural Documents

The author should use this checklist and complete all sections prior to submitting the policy to the Head of Risk, Assurance and Delivery for QA

| **Author to Complete** | | | |
| --- | --- | --- | --- |
|  | | **Yes/No** | **Comments** |
| **1.** | **Format** |  |  |
|  | Is the title clear and unambiguous? |  |  |
|  | Does the policy follow the style and format of the Policy template? |  |  |
| **2.** | **Rationale** |  |  |
|  | Are reasons for development of the document stated? |  |  |
| **3.** | **Development Process** |  |  |
|  | Is the method described in brief? |  |  |
|  | Have all appropriate stakeholders been consulted and has the stakeholder list been completed? |  |  |
|  | Do you feel a reasonable attempt has been made to ensure relevant expertise has been used? |  |  |
| **4.** | **Content** |  |  |
|  | Is the objective of the document clear? |  |  |
|  | Is the target population clear and unambiguous? |  |  |
|  | Are the intended outcomes described? |  |  |
|  | Are the statements clear and unambiguous? |  |  |
| **5.** | **Evidence Base** |  |  |
|  | Is the type of evidence to support the document identified explicitly? |  |  |
|  | Are key references cited? |  |  |
|  | Are local/organisational supporting documents referenced? |  |  |
| **6.** | **Approval** |  |  |
|  | Does the document identify which committee/group will approve it? |  |  |
|  | If appropriate, have the Human Resources/staff side forum (or equivalent) approved the document? |  |  |
|  | Has an Equality and Health Inequalities Impact and Risk Assessment been undertaken and any findings reflected in the policy? |  |  |
| **7.** | **Dissemination and Implementation** |  |  |
|  | Is there an outline/plan to identify how this will be done? |  |  |
|  | Does the plan include the necessary training/support to ensure compliance? |  |  |
|  | Does the policy recognise the impact on:   * Resources * Finances * Staffing / training |  |  |
| **8.** | **Process for Monitoring Compliance** |  |  |
|  | Are there measurable standards or KPIs to support monitoring compliance of the document? |  |  |
|  | Is there a plan to review or audit compliance with the document? |  |  |
| **9.** | **Review Date** |  |  |
|  | Is the review date identified? |  |  |
|  | Is the frequency of review identified? If so, is it acceptable? |  |  |
| **10** | **Overall Responsibility for the Document** |  |  |
|  | Is it clear who will be responsible for coordinating the dissemination, implementation and review of the documentation? |  |  |