

Matrons

Updating a policy

6 months before review date -
Contact library for a literature search of updated evidence, articles and guidelines

Use the guidelines and articles sent from the library to write/update your policy

Ensure all Trust policies mentioned in the text are put in the correct table and format as shown below

OTHER RELEVANT / ASSOCIATED DOCUMENTS	
Unique Identifier	Title and web links from the document library
RMP M 54	LTHTR (2024) Development and Management of Procedural Documents http://lthtr-documents/current/P100.pdf

Ensure all the references, guidelines and sites mentioned in your text are put in the correct table and format as shown below

SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS	
Number	References
1	Association of Anaesthetists (2023) Management anaesthetic toxicity https://anaesthetists.org/Home/

Once written send your document back to the library for a reference check and sign off

Ensure the policy is validated within the relevant teams before forwarding to the PDRG group for ratification