**Property of Urgent Care 24 : Uncontrolled copy when printed**

**Not to be used without the permission of the Board of Urgent Care 24**



|  |
| --- |
| **Policy Title** |

|  |  |
| --- | --- |
| **Version** |  |
| **Supersedes:** |  |
| **Date Ratified by Board:** |  |
| **Reference Number:** | Governance manager if new policy |
| **Title & Department of**  **originator:** |  |
| **Title of responsible committee/department:** |  |
| **Effective Date:** |  |
| **Next Review date:** | (or when there is a change in Policy) |
| **Target audience:** |  |
| **Impact Assessment Date:** |  |
| **Summary** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Version** | **Date** | **Control Reason** | | | **Title of Accountable Person for this Version** | |
|  |  |  | | |  | |
|  |  |  | | |  | |
| **Reference Documents** | | | **Electronic Locations (Controlled Copy)** | **Location for Hard Copies** | | |
|  | | | Urgent Care 24 Intranet / SOPs Clinical / Operations …  **Delete as appropriate\*** | **Policy File, Wavertree Headquarters** | | |
| **Consultation:**  **Committees / Groups / Individual** | | | | | | **Date** |
|  | | | | | |  |

**Corporate Design Template – Contents and Main Headings**

**Corporate Design Template – Content Page**

|  |  |
| --- | --- |
| **CONTENTS** ***(Font size 12, Bold, Capitals)*** | Page |
| **1 PURPOSE** |  |
| **2 SCOPE** |  |
| **3 RESPONSIBILITIES** |  |
| **4 XXX**  **5 etc**  **6 etc**  **7 MONITORING AND COMPLIANCE**  **8 TRAINING**  **9 EQUALITIES AND HEALTH INEQUALITIES**  **10 PERSONAL INFORMATION** |  |

**Corporate Design Template – summary of format**

The format is

* Font Arial 12
* Justified
* Spacing of 1.5
* Insert page number at bottom right of page

**Appendix 1............................**

**Appendix 2............................**

**9 EQUALITIES AND HEALTH INEQUALITIES**

UC24  is committed to an environment that promotes equality and embraces diversity in its performance as an employer and service provider. It will adhere to legal and performance requirements and will mainstream equality and diversity principles through its policies, procedures and processes. This policy has been   implemented with due regard to this commitment. To ensure that the implementation of this policy does not have an adverse impact in response to the requirements of the Equality Act 2010 this policy has been screened for relevance during the policy development process and a full equality impact analysis conducted where necessary.  UC24 will take remedial action when necessary to address any unexpected or unwarranted disparities and monitor practice to ensure that this policy is fairly implemented.

**10 PERSONAL INFORMATION**

UC24 is committed to an environment that protects personal information aspects in

the development of any policy. When proposing change there is a new requirement

for policy writers to investigate when the personal information aspect of the policy

complies with the data protection principles in Schedule 1 of the Data Protection Act

1998. All individuals with responsibility for reviewing/writing policies should

consider Privacy Impact Assessment compliance.

This policy complies with the Data Protection Act 1998, therefore no Privacy Impact Assessment is necessary. (**DELETE AS APPROPRIATE**)